

SPECIAL MEETING OF THE DODGE COUNTY FINANCE COMMITTEE

Thursday September 27, 2018 at 4:00 p.m. in Room 1H & 1I Located on the ground Floor of the Dodge County Administration Building, 127 E. Oak Street, Juneau, Wisconsin.

Members Present: Frohling, Benter, Schaefer, Caine, and Guckenberger

Absent: None

Others Present: County Board Chairman Russ Kottke, Supervisors: Joe Marsik, MaryAnn Miller, Donna Maly, Dennis Schmidt, William Muche, Allen Behl, Kira Sheahan-Malloy, Larry Bischoff and Cathy Houchin; County Administrator Jim Mielke, Department Heads: Julie Kolp, Russ Freber, Jeff Hoffman, Kim Nass, John Bohonek, Bill Ehlenbeck, and Brian Field; Staff: Scott Mittelstadt, Makenzie Drays, Lori Fett and Eileen Lifke and Watertown Daily Times Reporter Ed Zargorski, and WBEV Reporter, Kevin Haugen

Non-Member Supervisor Attendance: Cathy Houchin, Joe Marsik, MaryAnn Miller, Donna Maly, Dennis Schmidt, Allen Behl, Kira Sheahan-Malloy, and Larry Bischoff

Chairman Frohling opened the meeting with the same guidelines he gave for the September 26th meeting. The guidelines included:

- Mini Budget presentations are an opportunity for Department Heads to present their 2019 highlights. The meeting's intent is to be less formal and interactive. Frohling requested 2019 budget related questions be held until the end of the presentation.
- No motions will be accepted during these meetings.
- Any questions requiring detail information or further research should be directed to the department or appropriate staff.
- Supervisors may make budget amendments during the November 13, 2019 County Board meeting or request Finance Committee members to adopt budget amendment recommendations at the October 30, 2019 Finance Committee meeting.
- Budget amendments by non-Finance Committee members will not be accepted at the October 30, 2019 meeting; however, Supervisors are encouraged to submit proposed written budget amendments to the Finance Department by October 30, 2019 for review and evaluation of budget impact.
- All submitted budget amendments must be balanced.

Brian Field, Highway Commissioner presented the Highway's budget. Field stated the Highway's budget request mirrored past budget requests. Items noted by Field included:

- Revenues from the Wisconsin Department of Transportation (WiDOT) are anticipated to be relatively flat.
- Road reconstruction for 2019 will 8 miles as voted by Highway Committee.
- Equipment purchases were decreased \$562,832 from 2018 and this will also result in decreased auction revenue since less equipment will be replaced.
- Snow and Ice Control budget of \$2.2 million is same as 2018.
- Design cost for three county bridges was included with WiDOT funding.
- Highway anticipates to increase the Highway Maintenance Fund by \$379,887 in 2019.
- Juneau shop roof is 22 years old and will need to be addressed in upcoming years.

Field concluded a with graph showing the condition of Dodge County's highway system and 2019's estimated revenue and expenditures.

Corporation Counsel Director, Kim Nass presented Corporation Counsel's proposed budget. According to Nass, Corporation Counsel's budget increased \$13,276 primarily due to wages and benefits. Non-discretionary costs decreased \$230. Even though e filing is popular, the majority of clients still get paper notices due to state statute requirements.

Bill Ehlenbeck, Land Resource and Parks Director presented Land Resources and Parks' budget.

According to Ehlenbeck, there are four major divisions in his department. Items noted by Ehlenbeck are:

- Five business units (BU) were combined with other business units reducing the total number of business units down to twenty. This reorganization resulted in savings for 2019's budget.
- Land Information reduced from six business units to two. Overall, Land Information Office has a zero levy. Real Estate and Survey is anticipating increased wages and benefits due to combining of business units but the purchase of a survey truck in 2018 and not in 2018 caused Land Information's levy request to decrease \$4,972.
- Code administration decreased \$48,264. Wages and benefits are the main contributing factor to the levy decrease. This is due to new coding staff.
- Parks and trails is anticipated to have an overall levy increase \$30,769. This is primarily due to personnel wages and benefits from department reorganization and seasonal staff increase.
- Planning and Economic Development was budgeted with a levy increase of \$5,565, mostly due to estimated costs of a housing study.
- Ehlenbeck noted the largest unfunded need for his department is park roads. The parks do have established roads but they are not perfect. Typically, roads are not available for recreational grants.

Land and Water Conservation Director, John Bohonek reported on the Land and Water Conservation proposed budget. According to Bohonek, the levy for his department is up due to increasing the administrative secretary from 32 hours/week to 40 hours/week. Along with that, SWRM (Soil and Water Resource Management) staffing grant is down \$14,707.

Jim Mielke, Interim Information Technology (IT) Director reported on IT's proposed budget. Mielke reported IT's budget is anticipated to decrease \$170,874. Items noted:

- BU 1801 – Information Technology is expected to increase \$113,409 mostly due to wages and benefits. The ERP (Enterprise Resource Planning) Project Director was moved from the Finance Department to the IT Department contributing to the increase in this business unit's budget.
- BU 1811 – Network Infrastructure levy is anticipated to decreased \$214,904 due to the \$1,285,125 intergovernmental borrowing. The loan payback is scheduled for the following five years. Overall, the borrowing resulted in a levy decrease for IT.
- BU 1814 – Enterprise Systems is proposed to decreased \$47,679. The design and implementation of the ERP system are contained in this business unit.

Jeff Hoffman, UW Extension Department Head reported on the UW budget. According to Hoffman, the UW Extension budget reflects a co-invested flat fee structure. A non co-invested Agriculture Educator position is split 50/50 with Fond du Lac County. Fees are charged for youth, agriculture and family development programs to cover costs. These programs run at a zero levy. The next Clean Sweep collection will be in 2020 so no levy amount was requested for 2019. Conservation Aids are matching

grants so \$2,422 was levied for the County's grant match. Conservation Aid programs improve fish and wildlife habitats in the county.

Physical Facilities Director, Russ Freber reported on Physical Facilities proposed budget. Items noted by Freber were:

- Administration Building's (BU 1901) levy request decreased \$14,711. Increased appropriations are designated to improve the buildings security system and replace a water heater.
- Law Enforcement Center's (BU 1902) levy request decreased \$83,418 due to closing of J-Pod.
- Youth Building's (BU 1904) levy decreased due to pending sale of the building.
- Henry Dodge Office Building's (BU 1905) levy decreased \$36,055 due to anticipated decreased natural gas and building and grounds maintenance costs.
- Highway Building's (BU 1906) revenues decreased \$75,705 due to not funding a maintenance mechanic position for the highway building.
- Courts Building (BU 2901) decreased levy of \$12,616 due to anticipated decrease in natural gas and building and grounds maintenance costs.
- Jail Building (BU 2902) increase levy of \$8,920 due to increased water, some maintenance costs and capital improvement to add flushing points. There has been a decrease in natural gas, pipe project interest and capital equipment.
- Legal Service Building (BU 2903) levy request decreased \$10,300 due to decreased natural gas and building maintenance and repair costs.
- Maintenance Administration (BU 1911) decreased \$66,015 due to not funding a maintenance mechanic position.

Sheriff Dale Schmidt and Chief Deputy Scott Mittelstadt presented the Sheriff Office's proposed budget. According to Schmidt, losing 100 jail beds with the closing of J-Pod will have a significant impact to the Sheriff Office's budget. Lost revenue is estimated to be around \$3 million. To offset the decreased revenue, the department reduced expenditures from all areas throughout the department and since Jail was already short staffed, position cuts were needed from business units other than Jail. The three positions (one detective and two patrol) approved by County Board in August are unfunded for 2019. A position from Drug Task Force and nine Jail positions were also unfunded. Squad replacement was reduced from seven to four. To get back on track with the squad replacement plan, the number to be replaced in 2020 may need to increase. Other items were removed and according to Schmidt, the Sheriff's budget is the leanest it has been in years.

Other items noted by the Sheriff's Office included:

- The Sheriff's Office payroll decreased by \$706,552.
- BU 2021- Patrol increased \$55,530 due to wages and benefits of a new hire and purchase of 4 squads. One patrol and one Drug Task Force position were unfunded, overtime was reduced and Other Capital Equipment was reduced.
- BU 2031 – Criminal Investigation decreased \$229,572 due to the shift of deputy secretaries' wages and benefits to BU 2002 – Sheriff Support Staff.
- BU 2051 – Civil Process decreased \$41,223 mostly due to shifting of the deputy secretary to BU 2002.
- BU 2056 – Radio Communication decreased \$29,330 due to shifting of Administrative Support Coordinator to BU 2002.
- BU 2061 – Jail increased \$1,914,697 due to decreased revenue and increased cost of combining J-Pod (BU 2062 – Work Release) with the jail. The Sheriff's Office is still working on the Federal contract and it will be submitted soon. The State prisoner reimbursement is lower, so the county did not accept that contract. J-Pod will be closing on December 31, 2018. The Jails target

occupancy for 2019 is 320 inmates daily. There will also be increased cost to replace the Isilon system (video storage).

The conversation continued with staffing in the jail. According to the Sheriff, there are different types of jail structures. The structure of the jail helps to determine the staffing required. Dodge, Winnebago and Walworth Counties have direct supervision jails. It is viewed that direct supervision is better for inmates and officers contact. Jefferson County jail is similar to the ones seen on TV where there are bars and no interaction between inmates and staff. With no interaction, there tends to be problems with staff awareness of inmate activities and inmates tend to run themselves. With the increase problem with drug and alcohol, the Sheriff's Office feels current staffing allows proper observation of inmates which could reduce liability to the county as well as provide safety for the officers.

Next regular meeting is scheduled for Tuesday, October 9, 2018 at 8:00 a.m. in Room H & I - Auditorium on the 1st floor of the Dodge County Administration Building.

With no other business on the agenda, Chairman Frohling declared the meeting adjourned at 6:05 p.m.



Ed Benter,