

MEETING OF THE DODGE COUNTY FINANCE COMMITTEE

December 11, 2018, 8:30 A.M.

FIRST FLOOR AUDITORIUM – ROOMS H and I

DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU WI 53039

The meeting was called to order by Dodge County Finance Committee Chairman, Dave Frohling, at 8:30 a.m.

Members present from the Finance Committee: Benter, Caine, Frohling, Guckenberger, and Schaefer.

Member(s) absent from the Finance Committee: None.

Others present: County Administrator Jim Mielke; Deputy County Clerk Christine Kjornes; Dodge County Human Services and Health Department Director Becky Bell; Human Services and Health Department Fiscal Support Services Division Manager Monica Hooper; Dodge County Corporation Counsel Kimberly Nass; Human Resources Director Sarah Hinze; Dodge County Treasurer Patti Hilker; Physical Facilities Director Russ Freber; Clearview Director of Financial Services Bill Wiley; Purchasing Agent Jamie Beckwith; County Board Supervisor Kira Sheahan-Malloy; County Board Supervisor Jeff Berres; and County Board Chairman Russell Kottke.

There was no Non-Committee Member County Board Supervisors requesting payment for attending the meeting.

There was no public comment.

Motion by Caine, seconded by Benter to approve the October 30, 2018 minutes, as presented. Motion carried.

A Resolution Authorizing General Fund Transfer and the Engagement of Matrix Consulting Group for Sheriff's Office Operational and Financial Review. The Resolution was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Budget Impact of \$55,000.00 (General Fund). Corporation Counsel Kimberly Nass reported that \$30,000 of the total \$85,000 for the services is included in the Sheriff's 2019 Budget. County Administrator Jim Mielke reported as the scope of the project expanded, so did the related project expense. Mr. Mielke anticipates a report to be presented to the County Board in July 2019 or August 2019. Motion by Schaefer seconded by Caine to approve the Resolution, authorize and direct the Finance Committee Chairman to sign the Fiscal Note, and forward the Resolution to the County Clerk. Motion carried.

Supervisor Frohling reported that Finance Director Julie Kolp and ERP Project Director Ross Winklbauer were unable to attend the Finance Committee meeting due to a conference call with representatives from Tyler Munis and GFOA. Mr. Mielke reported that the "go-live" date for Phase I Financials has been adjusted to July 1, 2019. The adjustment will provide adequate time for training and testing of the Chart of Accounts (COA). Supervisor Frohling reported the Policy Elements were included in the packet materials.

A Resolution Authorizing the Purchase of a Traffic Centerliner. The Resolution was presented to the Finance Committee for its review and approval of the Fiscal Note only. The Fiscal Note

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sets forth a Budget Impact of zero (0). There was no Committee discussion. Supervisor Frohling signed the fiscal note as presented.

A Resolution Authorizing the Purchase of Three 60,000 Pound GVW Tandem Truck Chassis. The Resolution was presented to the Finance Committee for its review and approval of the Fiscal Note only. The Fiscal Note sets forth a Budget Impact of zero (0). There was no Committee discussion. Supervisor Frohling signed the fiscal note as presented.

Supervisor Frohling reported that Dodge County received a letter from the IRS, and the IRS penalty has been abated. Dodge County will not be required to pay \$12,362.61, but \$1,600 was incurred on attorney fees.

Mr. Mielke asked the committee for feedback on the annual Dodge County Budget process. The Committee continued with a discussion on possible options for making the budget process more efficient. Discussion of the September Mini-budget meetings and the late October Special Finance Committee meeting. Mr. Mielke commented that the mini budget sessions held in September 2018 were well received by the Department Heads. Supervisor Frohling commented that he will provide Ms. Kolp with an overview of information discussed.

Physical Facilities Director Russ Freber provided an oral report to the Committee regarding the use of Jail Improvement Funds. Mr. Freber reported that he is requesting the use of Jail Improvement Funds for the following: Repair of the 400 ton Trane Air Conditioning Unit at the Dodge County Detention Facility, in the amount of \$15,467.44; and to repair a freon leak to that same unit, in the amount of \$3,044.93. Motion by Caine, seconded by Benter to authorize the use of Jail Improvement Funds for the repairs of the 400 ton Trane Air Conditioning Unit at the Dodge County Detention Facility, and authorize the payment of vouchers. Motion carried.

Mr. Freber reported that he is requesting the use of Jail Improvement Funds for labor and materials to repair the General Parts oven door at the Dodge County Detention Facility. Mr. Freber reported that the glass on the oven door broke, and this was not caused by an individual. Motion by Schaefer, seconded by Caine to authorize the use of Jail Improvement Funds, in the amount of \$3,825.00, for the repair of the General Parts oven door at the Dodge County Detention Facility, and authorize the payment of vouchers. Supervisor Guckenberger asked who authorizes the use of the jail improvement funds. Mr. Freber answered that he informs Mr. Mielke, Ms. Kolp, and Building Committee Chairman Dennis Schmidt in the event that the use of jail improvement funds are desired. Motion carried.

Clearview Director of Financial Services Bill Wiley provided an oral report to the Committee regarding Clearview write offs. Mr. Wiley reported that this is the second round of write-offs for 2018, and the amount of the write-offs is \$115,893.62. Mr. Wiley further reported that Clearview now has electronic billing, therefore, they are cleaning up old receivables.

Dodge County Treasurer provided an oral report to the Committee on the Statement of the Dodge County Treasurer. Ms. Hilker reported that she is in the process of working on the September 2018 and October 2018 Statements.

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There were no discussions on the County Investments, or the County Sales and Use Tax Report.

Supervisor Frohling reported that the Intra-Department Fund Transfer Requests and Unbudgeted/Excess Revenue Appropriation Requests are for Committee review only. The Committee reviewed the following Intra-Department Fund Transfer Requests and Unbudgeted/Excess Revenue Appropriation Requests, and authorized the Finance Committee Chairman to sign the requests:

- i. Sidewalk and ramp repairs – Physical Facilities
- ii. Medicare replacement – Clearview
- iii. Human Trafficking Grant – Human Services & Health Department
- iv. Tourism – Land Resources and Parks
- v. Donations for horse trail alongside the Wild Goose Trail– Land Resources and Parks
- vi. Child Care Activities – Human Services & Health Department
- vii. Basic County Allocation – Human Services & Health Department
- viii. Children Residential Service – Human Services & Health Department
- ix. CBRF Placement – Human Services & Health Department
- x. Adult Protective Services– Human Services & Health Department
- xi. Community Mental Health– Human Services & Health Department
- xii. Mental Health– Human Services & Health Department
- xiii. Home Delivered Meals– Human Services & Health Department
- xiv. Congregate Meals– Human Services & Health Department
- xv. Greater WI Agency on Aging – Medicare Part D– Human Services & Health Dept.
- xvi. Greater WI Agency on Aging – Family Care– Human Services & Health Department
- xvii. Greater WI Agency on Aging – Aging III– Human Services & Health Department

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- xviii. Greater WI Agency on Aging – Public Awareness– Human Services & Health Dept.
- xix. Greater WI Agency on Aging – Information & Referral– Human Services & Health Dept.
- xx. Crossroads Technical Consulting – Information Technology
- xxi. Household & Janitorial Supplies – Physical Facilities
 - Mr. Freber reported that there was natural gas savings, and the savings were used to cover a shortfall in household and janitorial supplies.
- xxii. Home Delivered Meals– Human Services & Health Department
- xxiii. Body Camera Grant – Sheriff Office
 - Mr. Mielke commented that the Intra-Department Fund transfer was to fulfill a grant requirement.
- xxiv. Nitschke Mounds Park Shelter Roof – Land Resources & Parks
- xxv. Gold Star Memorial Trail – Land Resources & Parks
 - Mr. Mielke commented that the \$29,000.00 is being reallocated to cover the final expenses related to Phase I.
- xxvi. WI DNR Forestry Grant – Land Resources & Parks
- xxvii. Object Line Adjustment – Human Services & Health Department
- xxviii. Mail Services – Human Services & Health Department
- xxix. Fond du Lac CBRF – Human Services & Health Department
- xxx. Clearview Behavioral – Human Services & Health Department
- xxxi. Computer – UW Extension
- xxxii. State Accident Claims – Highway
- xxxiii. Interoperability Equipment – Emergency Management
- xxxiv. Highway Expenses – Physical Facilities
- xxxv. Cemetery Damage – Physical Facilities

The Committee had a brief discussion on the Dodge County Vouchers \$10,000 or More Report.

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Mr. Mielke provided an oral report to the Committee regarding the upcoming changes to the Dodge County Central Services Department. Mr. Mielke reported that Dodge County Central Services Department Director John Veling has announced his retirement, with his last day being December 28, 2018. Mr. Mielke further reported that he has reached out to the City of Juneau and the City of Horicon Postmasters regarding a discussion / meeting regarding delivery of mail criteria to other county buildings. Mr. Mielke commented that the sorting and delivery process of incoming mail is still uncertain. The Committee continued with a tour of the Dodge County Central Services Department at 9:33 a.m. Mr. Veling provided the Committee with an overview of the equipment, print jobs performed by the department, and inventory supplies. The Committee returned from the tour at 9:48 a.m. The Committee continued with a discussion on how to proceed with services provided by the Central Service Department. Purchasing Agent Jamie Beckwith will reach out to the departments to determine their printing and copying needs. Supervisor Frohling commented that this topic will be an agenda item on the January 2019 Finance Committee meeting.

The next regular meeting is scheduled for January 15, 2019, at 8:00 a.m., in the Auditorium, located on the first floor of the Administration Building.

With no other business on the agenda, Chairman Frohling declared the meeting adjourned at 10:09 a.m.



Ed Benter,
Secretary

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