

**MEETING OF THE DODGE COUNTY FINANCE COMMITTEE**

January 14, 2019, 7:30 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 7:30 a.m.

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

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

Others present: Finance Director Julie Kolp; County Administrator Jim Mielke; Deputy County Clerk Christine Kjornes; Physical Facilities Director Russ Freber; Emergency Management Director Amy Nehls; Dodge County Sheriff Dale Schmidt; Clearview Executive Director Deanna Wilson; Purchasing Agent Jamie Beckwith; Clyman Fire Chief and President of the Dodge County Fire Chief's Association Eric Howlett; County Board Chairman Russell Kottke; County Board Supervisor MaryAnn Miller; County Board Supervisor Donna Maly; County Board Supervisor Kira Sheahan-Malloy; County Board Supervisor Dennis Schmidt; Watertown Daily Times Reporter Ed Zagorski; and Beaver Dam Daily Citizen Reporter Ken Thomas.

There was no public comment.

Motion by Caine, seconded by Benter to approve the December 11, 2018 minutes, as presented. Motion carried.

County Administrator Jim Mielke introduced Tyler Technologies Project Manager Lindsey Fulton (by phone). Ms. Fulton reported the following updates:

- The Go Live Date was extended to July 1, 2019 to accommodate the loading of the Chart of Accounts (COA), conversion of work orders, and training.
- The COA's have been loaded, and there is a live database.
- Tyler Technologies Consultants Mary Stimbert and Sidney Wood will be onsite the week of January 21, 2019 to work on rebuilding tables. The tables assist with the integration of data.
- Work is currently being done with Kronos to finalize Statement of Work.
- She is confident in the July 1, 2019 Go Live date.

Ms. Fulton briefly reviewed some information in the document entitled *Dodge County, WI Financial Status Report, Overdue Tasks*, which was included in the packet materials. Supervisor Maly suggested that the status report be color coded to designate high priority items. Ms. Fulton commented that she will provide a color coded report at the February 2019 Finance Committee meeting.

The Committee continued with a discussion on the 2019 adopted expenditure to the Dodge County Fire Chief's Association for the purchase of a water rescue boat. Supervisor Frohling commented that a memo, and copies of quotes were included in the packet materials for Committee information. Supervisor Guckenberger voiced his concerns on why this was an agenda item if the purchase is already included in the 2019 budget. Mr. Mielke commented that the Finance Committee is the oversight committee to make sure that the approved funds are expended as budgeted.

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Purchasing Agent Jamie Beckwith provided an oral report to the Committee regarding the printing and copying needs of County offices. Ms. Beckwith reported that Office Depot provides the best price for copy paper, and she sent out quotes to six (6) companies regarding printed forms. Ms. Beckwith further reported that the O'Brion Agency, LLC, located in Portage, Wisconsin, offers the cheapest price for printed forms, has free delivery, has many years of offering services to local governments, and they will use our envelope inventory. Ms. Beckwith commented that at this time, she is unsure of what will be done with the equipment or colored paper inventory located in the Central Service Department. Mr. Mielke reported that he has been in contact with the post office, and a outside cluster box is an option to deliver mail to the Administration Building, the Detention Facility, the Courts, the Sheriff's Office, the Highway Department, and the Henry Dodge Office Building.

Dodge County Sheriff Dale Schmidt provided an oral report to the Committee regarding the Sheriff Office 2018 Budget. Sheriff Schmidt reported that there is an estimated shortfall, in the amount of \$490,000, which was caused by the closure of the J-Pod building. Sheriff Schmidt further reported that the building was closed on December 17, 2018, and the Sheriff's Office worked closely with the Feds to prepare for the closure. Finance Director Julie Kolp displayed an excel spreadsheet showing the comparison of the number of contracted beds, with the budgeted average daily population and the actual daily population for the year 2018. Mr. Mielke commented that the budgeted average daily population is 258 contracted beds, and the contract rate is \$75.00 per day. Mr. Mielke further commented that a decrease in the average daily population caused by the federal government year-end budget, and the preparation of the closure of J Pod, can be attributed as factors in the loss of revenue in the months of August 2018 through December 2018.

Mr. Mielke provided an oral report to the Committee regarding the Central Service 2018 Budget. Mr. Mielke reported that information was provided to the Committee regarding the estimated shortfall, in the amount of \$27,000, and this shortfall is due to the payout of vacation and sick leave for retired Central Service Director John Veling. Mr. Mielke further reported that Mr. Veling's anniversary date was December 11, 2018, and because he retired on December 28, 2018, he was unable to use his accrued time. Mr. Mielke commented that the deficit does not meet the criteria for a contingency appropriation.

Mr. Mielke provided an oral report to the Committee regarding the County Board 2018 Budget. Mr. Mielke reported that the estimated deficit, in the amount of \$4,000, meets the criteria for a contingency appropriation. Mr. Mielke further reported that at the February 7, 2019 meeting, the Executive Committee can make a recommendation to the Finance Committee for the contingency appropriation.

Ms. Kolp provided an oral report to the Committee regarding the 2018 Budgetary Carryover Request format. Ms. Kolp reported that there are two (2) types of carryover requests: A carryover request to be used for the same purpose, and a carryover request to be used for a different purpose. It was a consensus of the Committee to continue to use the current form for carryover fund requests to be used for the same purpose. Supervisor Guckenberger asked to change the word "Justification" to "Explanation" on the current form. Ms. Kolp will make the

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change. It was a consensus of the Committee to continue to use individual Resolutions to request carryover funds to be used for a different purpose.

Physical Facilities Director Russ Freber provided an oral report to the Committee regarding the use of Jail Improvement Funds. Mr. Freber reported that the invoice, in the amount of \$7,134.72, has been paid, and he is requesting the use of Jail Improvement Funds to replenish the 2018 Physical Facilities budget to cover the costs for the second phase of replacing the countertops at the H-Pod Officer's Station located in the Detention Facility. Motion by Schaefer, seconded by Caine to authorize the use of Jail Improvement Funds. Motion carried.

Mr. Freber provided an oral report to the Committee regarding the purchase and installation of an air handling unit and an air cooled condensing unit in the Legal Services Building. Mr. Freber reported the air cooled condensing unit was serviced by Trane in the spring of 2018, and no issues were indicated at that time, but the unit failed in mid to late October of 2018. Mr. Freber further reported that the unit has two (2) compressors – an original from the year 1983, and one from the year 2011, and the compressor that was replaced in the year 2011 is the one that failed. Mr. Freber commented that he worked with Ms. Beckwith on the bids for the project, and the bid for the demolition and installation is going out on January 17, 2019, with a due date of January 31, 2019. The estimated cost for the project, which includes the equipment and installation, is \$120,000-\$140,000. Mr. Freber reported that once the project begins, the systems will tentatively be down for three (3) weeks, and that is a reason for starting the project before the summer months when the air conditioning is needed.

There were no discussions on the Child Support transfer of funds to unclaimed property. Motion by Guckenberger, seconded by Caine to approve the transfer, in the amount of \$297.29, from the Dodge County Child Support Agency to the Dodge County Treasurer so the funds can be treated as unclaimed property. Motion carried.

There were no discussions on a request by the Corporation Counsel Office to write-off debt in the amount of \$608.82. Motion by Guckenberger, seconded by Schaefer to authorize the write-off. Motion carried.

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

Ms. Kolp 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. There were no discussions on the following requests:

- i. WDOT Airport Runway - Highway
- ii. Runway Construction - Highway
- iii. State Accident Claims - Highway

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- iv. Wild Goose Trail Bridge Repair – Land Resources and Parks
- v. ATCI Access Trans Comm Iniat – Human Services and Health Department
- vi. Bioterrorism Health – Human Services & Health Department
- vii. MAT Grant – Human Services & Health Department
- viii. LIHEAP Operations – Human Services & Health Department

There were no discussions on the Dodge County Vouchers \$10,000 and more Report.

The Committee continued with a discussion on the next meeting date.

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

The following Non-Committee Member County Board Supervisors requested payment for attending the meeting: MaryAnn Miller, Donna Maly, Kira-Sheahan-Malloy, and Dennis Schmidt.

With no other business on the agenda, Chairman Frohling declared the meeting adjourned at 9:03 a.m.

*Thomas Schaefer*

~~Ed Benter~~,  
Secretary

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