

MEETING OF THE DODGE COUNTY FINANCE COMMITTEE

August 13, 2019, 8:00 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 8:00 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 David Ehlinger; Deputy County Clerk Christine Kjornes; County Administrator Jim Mielke; Corporation Counsel Kimberly Nass; Dodge County Treasurer Patti Hilker; Dodge County Clerk Karen Gibson; Information Technology Director Justin Reynolds; Emergency Management Director Amy Nehls; UW-Extension Director Jeff Hoffman; UW-Extension Family Living Agent Pattie Carroll; Dodge County Highway Commissioner Brian Field; Physical Facilities Director Russ Freber; Fiscal Support Services Division Manager Monica Hooper; Senior Accountant Makenzie Drays; Human Resources Director Sarah Hinze; Clearview Executive Director Deanna Wilson; Dodge County Chief Deputy Sheriff Scott Mittelstadt; Tyler Technologies Project Manager Lindsey Fulton (by phone); 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 Benter, seconded by Schaefer to approve the July 9, 2019 minutes, as presented. Motion carried.

Tyler Technologies Project Manager Lindsey Fulton appeared by phone to provide updates on the ERP Project. Ms. Fulton reported the following:

- The 2017 and 2018 budgets have been completed and closed.
- Power User Training has begun, and End User training will begin in October 2019.
- The ERP Project continues to be on track for the January 1, 2020 Go-Live date for all three (3) phases, including Financials, Highway, and Non-Highway.
- The overdue task list is reviewed at each biweekly status call.

County Board Supervisor Jeffrey Caine provided an oral report to the Committee regarding a Resolution to amend the 2019 Highway Department Budget. The Fiscal Note set forth in the Resolution was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$230,000 on the adopted 2019 Budget. Supervisor Caine reported that the 2019 Highway Department Budget amendment is to reflect the revenues and expenses for the 2019 State Performance Based Maintenance Program. Motion by Guckenberger, seconded by Caine to approve the Fiscal Note as presented, to authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and forward the Resolution to the County Clerk. Motion carried.

Emergency Management Director Amy Nehls provided an oral report to the Committee regarding a Resolution Authorizing a General Fund Transfer and the Engagement of Strategic Management & Consulting, LLC, for an Emergency Medical Services ("EMS") Study. The Resolution was

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presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Budget Impact in the amount of \$21,500 on the adopted 2019 Budget. Ms. Nehls reported the following:

- The Request for Proposal was sent out in June of 2019.
- The Steering Committee reviewed the four (4) Requests for Proposals that were received, and the Committee is recommending engagement with Strategic Management & Consulting, LLC, in the amount of \$21,500. The Executive Committee approved the Resolution at the August 6, 2019 meeting.
- A grant, in the amount of \$4,990, was awarded from the Wisconsin Office of Rural Health.
- A \$250.00 partner donation is anticipated from local municipalities and EMS agencies.
- The EMS study will commence in 2019.

The Committee continued with a discussion on the use of contingency funds rather than a general fund transfer to cover the cost of the EMS Study. Motion by Caine, seconded by Schaefer to approve the Fiscal Note as presented, to authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and forward the Resolution to the County Board for consideration at the August 20, 2019 meeting. Motion carried (4-1). Guckenberger opposed.

UW-Extension Family Living Agent Pattie Carroll provided an oral report to the Committee regarding a Resolution to Abolish the Position of *Administrative Secretary III* and Create the Position of *University of Wisconsin ("UW") Extension Lead*. The Fiscal Note set forth in the Resolution was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$0 on the adopted 2019 Budget. Ms. Carroll clarified that the *Administrative Secretary III* position is being eliminated, and the reorganization of the UW-Extension Office added additional responsibilities, therefore, the position of *University of Wisconsin ("UW") Extension Lead* will be increased to labor grade 6. Motion by Schaefer, seconded by Caine to approve the Fiscal Note as presented, to authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and forward the Resolution to the County Clerk. Motion carried.

Clearview Executive Director Deanna Wilson provided an oral report to the Committee regarding a Resolution to Abolish the Position of *Household Specialist* and Create the Position of *Individuals with Intellectual Disabilities ("IID") Household Coordinator*. The Fiscal Note set forth in the Resolution was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$831.60 on the adopted 2019 Budget. Ms. Wilson reported that the current *Household Specialist* has taken on more leadership duties, and therefore, the labor grade for the *Individuals with Intellectual Disabilities ("IID") Household Coordinator* position will be increased to labor grade 10. . Motion by Schaefer, seconded by Benter to approve the Fiscal Note as presented, to authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and forward the Resolution to the County Clerk. Motion carried.

Ms. Wilson provided an oral report to the Committee regarding a Resolution to Abolish Two Positions of *Cook/Food Service Worker* and Create Two Positions of *Head Cook*. The Fiscal Note set forth in the Resolution was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$0 on the adopted 2019 Budget. Ms. Wilson reported that it has been difficult retaining staff for the *Cook/Food Service Worker* positions, and therefore, Clearview is requesting to create Two Positions of *Head Cook* with a higher labor grade than the *Cook/Food Service Worker* positions. Motion by Caine, seconded by Schaefer to approve

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the Fiscal Note as presented, to authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and forward the Resolution to the County Clerk. Motion carried.

Information Technology Director Justin Reynolds provided an oral report to the Committee regarding a Resolution to Abolish the Position of *Database Administrator* and Create the Position of *Information Technology ("IT") Systems Analyst*. The Fiscal Note set forth in the Resolution was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$0 on the adopted 2019 Budget. Mr. Reynolds reported that the *Information Technology ("IT") Systems Analyst* will not focus on database, but will be the systems point of contact for departments. Motion by Caine, seconded by Benter to approve the Fiscal Note as presented, to authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and forward the Resolution to the County Clerk. Motion carried.

Physical Facilities Director Russ Freber provided an oral report to the Committee regarding a Resolution Authorizing a General Fund Transfer and the Purchase of a 2019 Ford F-250 Plow Truck. The Fiscal Note set forth in the Resolution was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of \$38,967.00 on the adopted 2019 Budget. Mr. Freber reported that the purchase of a new plow truck is not included in the 2019 Physical Facilities Budget, but the current plow truck is deteriorating, and not reliable. The Committee continued with a discussion on the use of contingency funds rather than a general fund transfer for the purchase of a plow truck. Motion by Guckenberger, seconded by Benter to remove the funding source of a General Fund Transfer and replace it with a Contingency Fund Transfer, approve the Fiscal Note as presented, authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, and forward the Resolution to the County Board for consideration at the August 20, 2019 meeting. Motion carried. Corporation Counsel Kimberly Nass will make the changes to the Resolution, and present the amended Resolution to the Finance Committee members for signatures.

Dodge County Chief Deputy Sheriff Scott Mittelstadt provided an oral report to the Committee regarding the use of Jail Improvement Funds. Mr. Mittelstadt reported that the Dodge County Detention Facility has a lack of male lockers, and the request to use Jail Improvement Funds, in the amount of \$3,760, would be used for the purchase of lockers for the male employee locker room. Motion by Caine, seconded by Schaefer to authorize the use of Jail Improvement Funds, in the amount of \$3,760, for the purchase of lockers for the male employee locker room located at the Dodge County Detention Facility, and authorize the payment of vouchers. Motion carried.

There was no discussion on the Statement of the Dodge County Treasurer.

There was no discussion on County Investments.

There was no discussion on the County Sales and Use Tax Report.

The Committee reviewed the following Intra-Department Fund Transfers, and Unbudgeted/Excess Revenue Appropriation Requests:

- i. Restorative Justice Donation – Human Services and Health Department.
- ii. SRO Grant – Human Services and Health Department.

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- iii. Economic Support Equipment Maintenance – Human Services and Health Department.
- iv. WATCP Conference – Human Services and Health Department.
- v. Election Laptop and Software – County Clerk Department.
- vi. Home Care Placement Funding due to Human Trafficking – Human Services and Health Department.
- vii. 2018 ADRC Dementia Contract Carryover Funds – Human Services and Health Department.
- viii. Sprinkler Repair Carry Over Funds – Physical Facilities Department.
- ix. Well Water Testing – Land & Water Conservation.

Finance Director David Ehlinger asked the Committee how often they would like the *Wisconsin Department of Revenue, Division of Enterprise Services, County Sales Tax Distributions, January-December* document which was included in the packet materials. It was a consensus of the Committee to receive this document at the end of each year.

County Administrator Jim Mielke provided an oral report to the Committee regarding the 2019 Budget Review. Mr. Mielke reported that an update on the potential deficits of the Clerk of Courts Budget, the District Attorney's Office Budget, and the Finance Department Budget will be provided in October of 2019. Mr. Mielke further reported that the Sheriff's Office numbers are remaining steady.

Mr. Mielke provided an oral report to the Committee regarding the 2020-2024 Five Year Capital Improvement Plan (CIP). Mr. Mielke reported that updates have been made to the draft CIP, including a siding replacement project at Clearview that has been moved to the year 2020. Mr. Mielke further reported that Request for Bids for the siding replacement project have gone out, and bids are due back by August 28, 2019. The Committee continued with a discussion regarding the process of distributing sales tax dollars for county projects. The Committee reviewed the document entitled *Preliminary 2020 Sales Tax Funded Projects – July 31, 2019*, that was included in the packet materials. It was a consensus of the Committee to support the budget process currently being used, and to make no changes to allocations at this time.

Mr. Mielke provided an oral report to the Committee regarding the Special Mini Budget Presentations. Mr. Mielke reported that the special mini budget presentations will be held on September 18-19, 2019, in Rooms H & I, located on the first floor in the Administration Building, at 5:00 p.m.

Mr. Mielke provided an oral report to the Committee regarding Health Insurance. Mr. Mielke reported that the 2020 Dean Care premiums are increasing by 7.5%, and the Human Resources and Labor Negotiations Committee voted to calculate contributions based on 88.5% of the lowest cost plan, and allocated across the plans.

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There was no discussion on the Preliminary Equalized Value, Net New Construction, and Levy Limit.

The Committee continued with a discussion on the proposed internal borrowing for the Reeseville Highway Shop. Prior to the start of the meeting, the Committee received a document entitled *Dodge County Fund Balance Policy Application, Budget Year 2020*, and a document that provided a 10-year and 20-year Amortization Loan Payment Schedule, with a loan amount of \$4,000,000.00. The Committee requested a 5-year amortization, with a principle payment once a year, and an interest payment in the year 2020.

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

The next regular meeting is scheduled for September 10, 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 9:49 a.m.



Ed Benter,
Secretary

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