

COUNTY BOARD ORIENTATION
COUNTY CLERK'S OFFICE
FIRST FLOOR – ADMINISTRATION BUILDING
127 EAST OAK STREET, JUNEAU
Thursday, April 14, 2022 9:00 a.m.
Agenda

- **Welcome, Introductions and Current Events – County Board Chairman, Russell Kottke**
 - a. Committee Structure and Responsibilities (Descriptions in County Directory)
 - b. WCA Annual Conference – September 20 – 22 – Kalahari, WI Dells
 - c. Finance Director and County Administrator Update
 - d. American Rescue Plan Act Ad-hoc Committee and Update
 - e. Post Employment Health Plan
 - f. Strategic Planning

- **Budget and Finance Review – County Administrator, Jim Mielke**
 - a. Budget Preparations
 - b. Sales Tax Remittance
 - c. Capital Improvement Plan

- **Schedules, Reports and Voting Procedures – County Clerk, Karen J. Gibson**
 - a. County Board meeting schedule – 3rd Tuesday of the month @ 6:00 p.m. – April and November are day meetings @ 9:00 a.m. – **November is the Tuesday after the 2nd Monday – November 15, 2022**
- Punctuality - Prayer
 - b. County Board Rule regarding attending additional 8 meetings. (Rule 29)
 - c. Per diem payments \$60/meeting or \$65 if Chair & mileage reimbursement
 - d. Direct deposit – every two weeks – Kronos Payroll System
 - e. Inform Chairperson of committee & Dept. Head if unable to attend committee meeting
 - f. Inform County Clerk's Office & County Board Chair if unable to attend County Board meeting
 - g. County Directory
 - h. County Board Packet – mailed usually the Tuesday or Wednesday before meeting. Also emailed and on County Board page of website. Going to devices in 2022.
 - i. Attire – Business Casual
 - j. WCA Conference September 18-20 – Kalahari Resort
 - k. Voting equipment operations – Press Yes during roll call. Yes/No/Abstain. If it says **Vote Locked** you have voted. Voting means you need to vote. Slight delay. Watch screen. Going to devices in 2022.
 - l. Web Site – www.co.dodge.wi.gov County Board – Committee Agendas & Minutes
 - m. County Board member's Email addresses: [district\(number\)@co.dodge.wi.us](mailto:district(number)@co.dodge.wi.us) or **letter of first name & last name**. Example rkottke@co.dodge.wi.us or district1@co.dodge.wi.us **Discuss Reply to all.**
 - n. Procedures for April 19th County Board meeting
Election of Chairman, Vice-Chairman, 2nd Vice-Chairman and Executive Committee
 - o. County Officials Workshop in person May 9 in Ripon or virtual.

- **Legislative Procedures – Corporation Counsel, Kim Nass**
 - a. Robert's Rules & the County Board's Rules
 - b. Discuss Abstain
 - c. Walking Quorums
 - d. Drafting Resolutions

County Administrator, Jim Mielke: jmielke@co.dodge.wi.us 920-386-4251

County Board Chair 920-386-3603

County Clerk, Karen J. Gibson: kgibson@co.dodge.wi.us 920-386-3605 or 920-210-7653

Corporation Counsel, Kim Nass: knass@co.dodge.wi.us 920-386-3590