

MEETING OF THE DODGE COUNTY FINANCE COMMITTEE
JUNE 13, 2022, 2:00 P.M.
FIRST FLOOR AUDITORIUM – ROOMS H & I
DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU WI 53039

The Finance Committee meeting was called to order by Finance Committee Chairman Ed Benter, at 2:03 p.m.

Members present: Benter, Caine, Kavazanjian, Kuehl, and Sheahan-Malloy.

Member(s) absent: None.

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

Upon a motion duly made and carried, the Committee convened in Closed Session pursuant to Section 19.85(1)(c) and (e), Wis. Stats., for the purpose of considering employment of a Finance Director, strategies for recruitment, and potential candidates, all of which are of a competitive nature, specifically to:

- a. Review Candidate Profiles
- b. Determine number of Candidates for the In Person Interview
- c. Determine Interview Questions/Schedule

Motion by Kavazanjian, seconded by Sheahan-Malloy to convene in closed session, at 2:04 p.m. Motion carried.

Others present at the Closed Session: Interim Finance Director Eileen Lifke; County Board Chairman David Frohling; and Public Administration Associates (PAA) representative David Bretl.

Motion by Caine, seconded by Sheahan-Malloy to reconvene in open session, at 2:54 p.m. Motion carried.

No action was taken on Closed Session topics.

Others present for the regular meeting: Interim Finance Director Eileen Lifke; Senior Accountant Jennifer Krakow; Deputy County Clerk Christine Kjornes; Interim County Administrator Jon Hochkammer; Dodge County Clerk Karen Gibson; Corporation Counsel Kimberly Nass; Human Services Director Becky Bell; Human Services and Health Department Fiscal Support Services Division Manager Angela Petruske; Purchasing Agent Stephanie Justmann; Land Resources and Parks Director Bill Ehlenbeck; Clearview Executive Director Ed Somers; Medical Examiner PJ Schoebel; Physical Facilities Director Russ Freber; and County Board Chairman David Frohling.

Motion by Caine, seconded by Kuehl to approve the April 8, 2022 and June 2, 2022 Special meeting minutes, as presented, and the May 9, 2022 Regular meeting minutes, as presented. Motion carried.

There was no public comment.

Chairman Benter commented that the agenda included a Resolution to Confirm the County Administrator Appointment and he introduced Mr. Cameron Clapper as the proposed Dodge County Administrator. Mr. Clapper appeared before the Committee electronically. Mr. Clapper commented that he anticipates his start date to be on August 21, 2022.

Physical Facilities Director Russ Freber provided an oral report to the Committee regarding the Resolution Authorizing Dodge County Jail and Courthouse Roof Replacement Project and Allocation

MEETING OF THE DODGE COUNTY FINANCE COMMITTEE

JUNE 13, 2022, 2:00 P.M.

FIRST FLOOR AUDITORIUM – ROOMS H & I

DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU WI 53039

of Additional Sales Tax. Mr. Freber reported that it was discovered that the consultant fees and the cost of the nuclear scan were not included in the total project budget. Mr. Freber further reported that the approximate cost for the consultant fees and the nuclear scan is \$47,000 which will be covered by the project contingency. He anticipates that the project will begin in October 2022. Motion by Caine, seconded by Kuehl to authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, approve the Resolution and forward the Resolution to the County Board for consideration at the June 21, 2022 meeting. Motion carried.

Interim Finance Director Eileen Lifke provided an oral report to the Committee regarding the Resolution to Amend 2021 Dodge County Budget (Additional 2021 Expenditures for Certain Dodge County Departments). Ms. Lifke explained that the County Clerk, County Treasurer, General Revenues, Human Services and Health and District Attorney Trust are departments with a net deficit, and the Resolution will make those departments whole at year end. Drainage Districts, Risk Management, and Workers Compensation had operational deficits, however, only Drainage District and Workers Compensation required transfers from their Fund Balance/Net Position. Motion by Kuehl, seconded by Sheahan-Malloy to authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, approve the Resolution and forward the Resolution to the County Board for consideration at the June 21, 2022 meeting. Motion carried.

Medical Examiner PJ Schoebel provided an oral report to the Committee regarding the Resolution to Eliminate the Dodge County Child Death Review Team. Mr. Schoebel reported that the Dodge County Child Death Review Team was created by County Board Resolution in the year 2008 for the purpose of reviewing child deaths of children 0-18 years of age. Mr. Schoebel further reported that it was determined that child deaths are best handled internally. There is no fiscal impact. Motion by Sheahan-Malloy, seconded by Kavazanjian 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 June 21, 2022 meeting. Motion carried.

There was no discussion on the Resolution for the 2022 Dodge County Human Services and Health Department Budget Amendment (Dodge County Substance Abuse Block Grant). Motion by Caine, seconded by Kavazanjian 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 June 21, 2022 meeting. Motion carried.

There was no discussion on the Resolution to Authorize the Purchase of One Commercial ADA Compliant Rear-Entry Vehicle. Motion by Caine, seconded by Sheahan-Malloy 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 June 21, 2022 meeting. Motion carried.

Land and Resources and Parks Director Bill Ehlenbeck provided an oral report to the Committee regarding the Resolution for the Recommendation of the Dodge County Land Resources and Parks Committee to Amend the Dodge County Comprehensive Plan. Mr. Ehlenbeck reported that the Resolution will be presented to the Land Resources and Parks Committee at the June 13, 2022 meeting. Mr. Ehlenbeck further reported that rezoning is the next process to be consistent with the plan. Motion by Caine, seconded by Kavazanjian 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 June 21, 2022 meeting. Motion carried.

MEETING OF THE DODGE COUNTY FINANCE COMMITTEE
JUNE 13, 2022, 2:00 P.M.
FIRST FLOOR AUDITORIUM – ROOMS H & I
DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU WI 53039

The Committee continued with a review of the Six (6) Resolutions Allocating American Rescue Plan Act (ARPA) of 2021 Funds:

1. Authorizing the Design and Engineering for Countywide Middle Mile Fiber Network (\$400,000). Supervisor Kavazanjian commented that \$400,000 in ARPA funds is recommended for the engineering of the project. Motion by Kavazanjian, seconded by Caine to authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, approve the Resolution and forward the Resolution to the County Board for consideration at the June 21, 2022 meeting. Motion carried.
2. Authorizing a Contribution to Greater Watertown Community Health Foundation for Childcare Works Project (\$200,000). Supervisor Sheahan-Malloy asked if the Childcare Works Project was a Jefferson County project. Supervisor Kavazanjian commented that it is a Dodge County and Jefferson County project. County Board Chairman David Frohling commented that Jefferson County and the City of Watertown are allocating ARPA funds towards this project. Motion by Caine, seconded by Kavazanjian to authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, approve the Resolution and forward the Resolution to the County Board for consideration at the June 21, 2022 meeting. Motion carried 4-1. Supervisor Sheahan-Malloy abstained.
3. Authorizing the Design and Engineering for the Gold Star Memorial Trail – Phase 3 (\$70,000). Mr. Ehlenbeck commented that the preliminary engineering associated with Phase 3 will assist in the awarding of future grants. Supervisor Sheahan-Malloy asked to vote on the Resolution and fiscal note separately. Motion by Caine, seconded by Benter to approve the Resolution and forward the Resolution to the County Board for consideration at the June 21, 2022 meeting. Motion carried 4-1. Supervisor Sheahan-Malloy opposed. Motion by Caine, seconded by Sheahan-Malloy to authorize and direct the Finance Committee's Chairman to sign the Fiscal Note. Motion carried.
4. Authorizing the Acquisition of Cyber Alarm Service for Dodge County Information Technology Infrastructure and Systems (\$150,000). There was no discussion on the Resolution. Motion by Kavazanjian, seconded by Caine to authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, approve the Resolution and forward the Resolution to the County Board for consideration at the June 21, 2022 meeting. Motion carried.
5. Authorizing the Purchase of Absentee Ballot Envelopes (\$4,000). There was no discussion on the Resolution. Motion by Sheahan-Malloy, seconded by Kavazanjian to authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, approve the Resolution and forward the Resolution to the County Board for consideration at the June 21, 2022 meeting. Motion carried.
6. Authorizing the County Trunk Highway S project (\$490,000). There was no discussion on the Resolution. Motion by Caine, seconded by Sheahan-Malloy to authorize and direct the Finance Committee's Chairman to sign the Fiscal Note, approve the Resolution and forward the Resolution to the County Board for consideration at the June 21, 2022 meeting. Motion carried.

There was no discussion on the Resolution to Confirm the County Administrator Appointment. Motion by Sheahan-Malloy, seconded by Caine to authorize and direct the Finance Committee's

MEETING OF THE DODGE COUNTY FINANCE COMMITTEE
JUNE 13, 2022, 2:00 P.M.
FIRST FLOOR AUDITORIUM – ROOMS H & I
DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU WI 53039

Chairman to sign the Fiscal Note, and forward the Resolution to the County Board for consideration at the June 21, 2022 meeting. Motion carried.

Clearview Executive Director Ed Somers provided an oral report to the Committee regarding Clearview sign-on/retention incentives. Mr. Somers distributed to the Committee members a document entitled *Provider Relief Fund (PRF), Allowable Expenses Overview–November 2021, HRSA Provider Relief*; and, a document regarding the Clearview Employee Retention Bonus Policy that was approved by the Health Facilities Committee at the May 27, 2022 meeting. Mr. Somers commented that on May 10, 2022, Clearview was awarded a HRSA PRF Rural Payment, in the amount of \$498,488.71, that can be used for the purpose of recruitment and retention. He further commented that no action is needed by the Finance Committee.

Purchasing Agent Stephanie Justmann provided a quarterly report on activities of the Purchasing Agent. Ms. Justmann explained the cooperative agreement process which is part of the procurement policy. She commented that she assists departments with the Request for Proposal (RFP) and Quotation process. She has been involved with the ARPA Ad Hoc Committee in evaluating the ARPA projects and working with the Human Resources and Information Technology Departments in drafting the Request for Proposal (RFP) to upgrade to the payroll system.

The Committee continued with a discussion regarding fuel prices. Chairman Benter commented that information was included in the packet materials. Ms. Lifke commented that the majority of the fuel is used by the Highway Department. Ms. Justmann explained that she created a fuel comparison for the Highway Department for the first quarter of 2022. The price and number of gallons will be compared throughout the year to determine which vendors are offering competitive pricing for fuel.

Ms. Lifke provided an overview of the General Fund availability as per the Fund Balance Policy. Ms. Lifke reported that information was included in the packet materials. She further reported that Dodge County has the two (2) month minimum of total expenditures for a year that is required in the fund balance, and the General Fund will be used to support the Human Services and Health fund balance deficit.

Ms. Lifke provided an oral report to the Committee regarding the American Rescue Plan Act (ARPA) of 2021. Ms. Lifke reported that the ARPA Summary Recap was included in the packet materials but the recap does not include the ARPA projects approved by the Finance Committee today. Corporation Counsel Kimberly Nass commented that \$5.5 million has been allocated to date for ARPA projects, but this does not include the projects approved at the June 8, 2022 Ad Hoc Committee meeting.

Ms. Lifke provided an oral report to the Committee regarding the preliminary draft 2021 financial statements. Ms. Lifke reported Dodge County is still in the process of performing final entries, and former Finance Director David Ehlinger will assist Dodge County in preparing the 2021 financial statements.

Ms. Lifke provided an oral report to the Committee regarding the 2023 budget timeline. Ms. Lifke reported that there is a joint meeting with the Human Resources and Labor Negotiations Committee at 5:00 p.m. to discuss cost of living adjustment (COLA) and health insurance figures. Ms. Lifke further reported that an upgrade to the payroll system will need to be included in the 2023 budget.

MEETING OF THE DODGE COUNTY FINANCE COMMITTEE
JUNE 13, 2022, 2:00 P.M.
FIRST FLOOR AUDITORIUM – ROOMS H & I
DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU WI 53039

Senior Accountant Jennifer Krakow commented that Dodge County Treasurer Patti Hilker will provide the County Investment Report and the General Checking Bank Reconciliation for the month of May 2022 at the July 2022 meeting. Supervisor Sheahan-Malloy asked to be provided with the April 2022 and May 2022 County Investment Report and the General Checking Bank Reconciliation once available.

Ms. Lifke provided an oral report to the Committee regarding the Year-to-Date Budget Reports for May 2022. Ms. Lifke reported that the Finance Department budget is over budget in computer maintenance. She further reported that a Human Services vendor was hacked which resulted in Dodge County reissuing a payment to the vendor. Finance and Human Services shared the cost of the reissuance. Finance's amount was \$20,150.00. Ms. Lifke commented that Human Services and the Finance Department are working with Corporation Counsel to get reimbursed for the money lost. Interim Corporation Counsel Jon Hochkammer commented that an insurance claim will be filed.

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

The next regular meeting is scheduled on **Monday, July 11, 2022, at 9:30 a.m.**, and the meeting will be held in the Auditorium, located on the first floor of the Administration Building.

With no other business on the agenda, a motion was made by Caine, and seconded by Sheahan-Malloy to adjourn the meeting at 4:16 p.m.

Nancy Kavazanjian,
Secretary


Chair

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