

The Administrative Committee met in Room 118 of the Administration Center.

Present: Supervisors Cronce, Stern and Schlenvogt. Staff: County Administrator Meaux, Human Resources Director Dzwinel, Finance Director Lamb, Treasurer Makoutz, Lasata Administrator Luedtke, Building Superintendent Hicks and County Clerk Winkelhorst.

Others Present: Atty. Andrew Philips-Centofanti & Philips, S.C. and Atty. Ron Stadler

Absent: Supervisors Becker and Dean.

Call to Order/Proper Notice/Adoption of Agenda: Meeting called to order by Chairperson Cronce at 8:04 A.M. Assurance that the meeting was properly noticed, so noted by Ms. Winkelhorst. Motion made by Supervisor Stern, seconded by Supervisor Schlenvogt to adopt the agenda as presented. All members present voting aye. Motion carried. (3-0).

Public Comments/Correspondence/Communications: There were none.

Approve Minutes from the September 26 Meeting: Motion made by Supervisor Stern, seconded by Supervisor Schlenvogt to approve the September 26 minutes as mailed. All members present voting aye. Motion carried. (3-0).

Discussion Item:

Presentation by Atty. Andrew Philips, Centofanti & Philips, S.C.: Mr. Meaux stated that at the request of County Board Chairperson Brooks after a discussion with him, there was a possible need for two attorneys to assist in Human Resources at various times as another resource for the county. Mr. Philips was here to present the range of activities that he might be able to support the county with. Mr. Philips provided a report on his firm and the experiences that he has been involved in.

Motion made by Supervisor Schlenvogt, seconded by Supervisor Stern to enter into closed session pursuant to Section 19.82 (1) of the Wisconsin State Statutes. Roll call vote was taken. All members present voting aye. Motion carried. (3-0)

Closed Session – Pursuant to Section 19.82 (1) of the WI State Statute: Review of Ozaukee County’s Preliminary Offer – Lasata (LAW): 8:15AM entered into closed session. Present: Cronce, Stern, Schlenvogt, Meaux, Dzwinel, Luedtke, Stadler and Winkelhorst.

Discuss OPEIU Negotiations: 8:53AM Lasata Administrator Luedtke left the closed session.

Motion made by Supervisor Stern, seconded by Supervisor Schlenvogt to enter into open session. Roll call vote was taken. All members present voting aye. Motion carried. (3-0)

Open Session – Approval of Ozaukee County’s Preliminary Offer – Lasata Union Contract: 9:05AM Present: Cronce, Stern, Schlenvogt, Meaux, Dzwinel, Stadler, Winkelhorst, Luedtke, Makoutz, Lamb, Hicks, Technology Resources Director Buhler and Clerk of Courts Schmidt.

Motion made by Supervisor Stern, seconded by Supervisor Schlenvogt to approve the county’s preliminary offer for Lasata Union contract. All members present voting aye. Motion carried. (3-0)

Action Items:

Approve Requests to Fill Vacant Positions:

Clerk of Courts Office – Judicial Clerk I-Full-time, OPEIU, Pay Grade 7: Mr. Schmidt explained that this replacement is due to a promotional position taken in another department by the incumbent. Motion made by Supervisor Stern, seconded by Supervisor Schlenvogt to approve the request to fill the Judicial Clerk I-full-time, OPEIU, pay grade 7 position. All members present voting aye. Motion carried. (3-0)

Facilities Management-Admin Center-Janitor-Part-time, 9 hrs/wk, OPEIU, Pay Grade 2: Mr. Hicks explained that fiscally there is no change as the hours have been restructured to meet the needs of the facility. This replaces a vacancy with a change from 17.5 hours to 9 hours. The difference in the hours was given to an existing position.

Motion made by Supervisor Schlenvogt, seconded by Supervisor Stern to approve request to fill the Janitor – part-time 9 hrs/wk. All members present voting aye. Motion carried. (3-0)

Technology Resources – Communication Services Administrator – Full-time, Non-Rep, Pay Grade 110: Mr. Buhler explained that this position was created by the County Board as a management position eliminating the second Radio Technician position. Motion made by Supervisor Stern, seconded by Supervisor Schlenvogt to approve the request to fill the Communication Services Administrator – full-time, Non-Rep, pay grade 110. All members present voting aye. Motion carried. (3-0)

Lasata Care Center-Temporary Maintenance Worker: Mr. Luedtke explained that this was not provided for in the budget. The current maintenance employee will be on medical leave starting in January for up to twelve weeks. Going into the winter months and holidays would leave him very short staff for that length of time.

Motion made by Supervisor Stern, seconded by Supervisor Schlenvogt to approve the request to fill the Maintenance Worker position with a temporary person. All members present voting aye. Motion carried. (3-0)

Review/Approve Completed Job Evaluation Study-Family Court Commissioner-Full-time, Non-Rep: Results of the study included in the packet. Motion made by Supervisor Schlenvogt, seconded by Supervisor Stern to approve the change in the title to Circuit Court Commissioner and upgrade position from Grade 113 to Grade 114. All members present voting aye. Motion carried. (3-0)

Approve Commendation Resolution – Liliosa A. Cizinsky: Motion made by Supervisor Stern, seconded by Supervisor Schlenvogt to approve the commendation resolution. All members present voting aye. Motion carried. (3-0)

Loan from Board of Commissioners of Public Land Reimbursement Loan Relating to Resolution 08-19: Mr. Lamb explained that this was approved by the County Board in concept to refinance the 6% bond. Originally it was estimated at 3.25% bonding. Recent market conditions have made that difficult and it would be easier to go through the state at 3.5%. It is a little higher percentage but there is no payment for the counsel and bond costs. There would be \$300,000 savings over the term of the note.

Motion made by Supervisor Schlenvogt, seconded by Supervisor Stern to authorize the Finance Director to apply for the loan and if approved a resolution will be brought forth to the County Board to approve the borrowing. All members present voting aye. Motion carried. (3-0)

Review/Approve Resolution – Codify the Initiative of Consolidated Finance: Motion made by Supervisor Stern, seconded by Supervisor Schlenvogt to approve the resolution to the codify the consolidated initiative. All members present voting aye. Motion carried. (3-0)

Review/Approve Transfer of Funds – Register of Deeds for the Purpose of Updating Land Information Web Site: Mr. Lamb explained the request for an upgrade to the website. Revenue opportunities may be available. Discussion on the software upgrade and possible revenues. Motion made by Supervisor Schlenvogt, seconded by Supervisor Stern to approve the transfer of funds request for \$19,590. All members present voting aye. Motion carried. (3-0)

Mr. Meaux explained a request that will be forth coming for a transfer of funds for the Coroner's office. This item will need to go before the County Board as it is a transfer between departments. The committee will meet prior to County Board meeting on November 3 to take up this issue and then this item will go to the board for approval on November 5.

Resolution to Amend Policy & Procedure Manual, Section 2.01(2) (d), County Board Procedures- Transfer of Funds: Mr. Lamb explained that this was to align chapter 2 with chapter 5 of the P & P Manual. Motion made by Supervisor Stern, seconded by Supervisor Schlenvogt to approve the amendment to the P & P Manual. All members present voting aye. Motion carried. (3-0)

Department Reports:

County Clerk's Report: Report included in the packet. There were no further questions.

Human Resources Report: Report included in the packet. There were no further questions.

Technology Resources Hardware/Software Purchase/Disposal & Project Status: Mr. Buhler reported that they are working with Human Services to assist them in getting their case notes data entry into Family Care. The Mee-Kwon tower site should be completed, the shelter is gone at the Belgium site and landscape work has begun. There is one more training class for Office 2007. Request from one of the municipalities to provide entry level classes for Office 2007.

Treasurer's Report: Ms. Makoutz stated that the County bank accounts are all secure with \$400,000 of State coverage and the F.D.I.C insurance coverage on each bank account has now increased from \$100,000 to \$250,000. In addition, we have collateral of \$20 million in government GOs pledged on our PWSB accounts. Interest and penalty revenue is down 8.3% from last year through September. We are not collecting as many funds as in prior years at this same time. Ms. Makoutz stated that the interest of 12% must be charged per statutes but the county has the option to change the 6% penalty. Consideration may want to be given to change the percentage because there are less funds coming in. This may encourage people that are having a hard time paying to pay now. Ms. Makoutz provided a spreadsheet showing 30% in delinquencies including bankruptcies. This also shows that countywide the delinquencies are 511 residential and 197 businesses. Discussion on the 6% penalty.

The committee thanked Ms. Makoutz for the great job she is doing and they appreciate the detailed information that she provides.

Finance Director's Report: Mr. Lamb reported that the revenues are ahead of schedule and expenses are slightly under. Moodys has maintained the county's Aa1 rating as they are

impressed with the fund balances, our delinquencies weren't extreme, the amount of cash available and the County is addressing infrastructure needs in next year's budget.

Claims & Wire Transfers Summary Sheet: Motion made by Supervisor Stern, seconded by Supervisor Schlenvogt to approve the Claims & Wire Transfers summary sheet for October in the amount of \$13,299,526.18. All members present voting aye. Motion carried. (3-0)

Conference/Convention & Meeting Attendance Report: There were none.

Next Meeting Date: Friday, November 21 – 8:00 AM

Adjournment: Motion made by Supervisor Stern, seconded by Supervisor Schlenvogt to adjourn. All members present voting aye. Motion carried. (3-0)

Meeting adjourned at 10:39AM.

Julianne B. Winkelhorst, County Clerk