

The Administrative Committee met in Room A-200 of the Administration Center.

Present: Supervisors Cronce, Zens, Dean and Schlenvogt. Staff: County Administrator Meaux, Human Resources Director Dzwinel, Lasata Administrator Luedtke, Lasata Assistant Administrator Fogel and County Clerk Winkelhorst.

Others Present: LAW Business Agent Ben Barth

Absent: Supervisor Becker

Call to Order/Proper Notice/Adoption of Agenda: Meeting called to order by Chairperson Cronce at 8:02AM. Assurance that the meeting was properly noticed, so noted by Ms. Winkelhorst. Motion made by Supervisor Zens, seconded by Supervisor Schlenvogt to adopt the agenda as presented. All members present voting aye. Motion carried. (4-0).

Public Comments/Correspondence/Communications: There were none.

Approve Minutes from the May 22 & June 3 Meetings: Motion made by Supervisor Zens, seconded by Supervisor Dean to approve May 22 & June 3 minutes as submitted. All members present voting aye. Motion carried. (4-0).

Motion made by Supervisor Dean, seconded by Supervisor Zens to enter into closed session pursuant to Section 19.85(1) (c) of the WI State Statute. Roll call vote was taken. All members present voting aye. Motion carried. (4-0)

Closed Session – Pursuant to Section 19.85 (1) (c) of the WI State Statute:

Review of Ozaukee County's Shift Assignments – LAW 2009-12:

Review of Ozaukee County's Sick Leave Payout for Part-time Employees – LAW 2009-11: 8:04AM entered into closed session. Present: Cronce, Dean, Zens, Schlenvogt, Meaux, Dzwinel, Luedtke, Fogel, Barth and Winkelhorst.

Motion made by Supervisor Zens, seconded by Supervisor Schlenvogt to enter into open session. Roll call vote was taken. All members present voting aye. Motion carried. (4-0)

Open Session: 8:20AM Present: Cronce, Dean, Zens, Schlenvogt, Meaux, Dzwinel, Luedtke, Fogel, Barth, Winkelhorst, Veterans' Service Officer Brown, Finance Director Lamb, Treasurer Makoutz, Technology Resources Director Buhler, Human Services Director Haupt and Register of Deeds Voigt.

Approval of Ozaukee County's Shift Assignments – LAW 2009-12: Motion made by Supervisor Dean, seconded by Supervisor Zens to deny grievance LAW 2009-12. All members present voting aye. Motion carried. (4-0)

Approval of Ozaukee County's Sick Leave Payout for Part-time Employees – LAW 2009-11: Motion made by Chairperson Cronce, seconded by Supervisor Schlenvogt to deny grievance LAW 2009-11. All members present voting aye. Motion carried. (4-0)

Action Items:

Review/Approve to Fill Position – Veterans Service Department – Secretary III- Part-time, 22.50 hours weekly – OPEIU Union Pay Grade 7: Mr. Brown explained that this position is vacant due to a retirement. He would like to change the job title to Veterans Program Assistant which closely identifies the duties of the position. It will remain a pay grade 7.

Motion made by Supervisor Zens, seconded by Supervisor Dean to approve the request to fill the part-time position with a title change from Secretary III to Veterans Program Assistant at 22.50 hours weekly-OPEIU Union pay grade 7. All members present voting aye. Motion carried. (4-0)

Request to move ahead in the agenda. There were no objections.

Review/Approve Commendations for:

Suzanne M. Maurer-Veterans Service Department: Motion made by Supervisor Dean, seconded by Supervisor Schlenvogt to approve the commendation resolution for Suzanne M. Maurer. All members present voting aye. Motion carried. (4-0)

8:30AM Supervisor Dean out of attendance.

Chairperson Cronce reverted back to the order of the agenda.

Review/Approve to Hire Limited Term (Personal Care Worker) Employee – Human Services – for Summer to Cover Vacations: Mr. Haupt explained that this is done annually every summer to cover vacations during the summer and over the holidays. The source for funding is through MA Personal Care/Family Care, therefore no levy involved. 127 hours are allocated in the budget.

Motion made by Supervisor Schlenvogt, seconded by Supervisor Zens to approve the request to hire a limited term Personal Care Worker. All members present voting aye. Motion carried. (3-0)

Review/Approve – New Position, Human Services – Birth to Three Early Education Teacher: Mr. Haupt stated that in looking for efficiency, some counties have hired their own Birth to Three Early Education Teacher at significantly less cost as oppose to contracting these services out. The approximate savings would be \$25,000 per year. Mr. Haupt did not expect this item to be on the agenda today. He is continuing to look above and beyond the teacher position for efficiencies.

Mr. Meaux stated that he would defer any action at this time until there is a direction. Discussion on current contract positions for Birth to Three Program and zero increase in positions directive for 2010 budget.

No action will be taken at this time.

Review/Approve Commendations for (cont.):

Barbara A. Eder-Lasata Care Center: Motion made by Supervisor Schlenvogt, seconded by Chairperson Cronce to approve the commendation resolution for Barbara A. Eder. All members present voting aye. Motion carried. (3-0)

Chairperson Cronce requested to move ahead in the agenda. There were no objections.

Review/Approve Transfer of Funds:

Public Works-Fairgrounds: Chairperson Cronce questioned the \$300,000 transfer versus the \$275,000 amount in the corresponding resolution. Mr. Meaux explained that the attached resolution was drafted with the \$275,000 as an estimate for the purchase of the land. At the time of the draft it was not known the exact amount of land or the ancillary expenses such as fencing and landscaping. A survey has been done and it appears to be 4.38 acres for a cost of \$271,000. The additional funds are requested as a cushion to address additional related expenses. Public Works Committee adopted the resolution with the \$275,000 amount. The resolution would have to be amended on the County Board floor.

8:54AM Supervisor Dean in attendance.

Mr. Meaux stated that his suggestion is to move forward with the purchase regardless of whether a deal is reached with the Milwaukee Curling Club. This will allow more flexibility; resolve the storm water issues and drainage problems.

Motion made by Supervisor Zens, seconded by Supervisor Schlenvogt to approve the transfer of funds in the amount of \$300,000. All members present voting aye. Motion carried. (4-0)

Chairperson Cronce reverted back to the order of the agenda.

Approve Land Records System w/Web Access Software from Transcendent Solutions, LLC: Steve Moore and James (Chip) Mauel joined the meeting. Ms. Makoutz is seeking approval to use the funds that are currently held in reserve for land records system software, which includes web access software for taxation and assessment. Ms. Makoutz further stated that Mr. Voigt has approved the system software and that it will work with the Register of Deeds Fidlar system.

Supervisor Dean questioned as to whether this was a bid process. Ms. Makoutz stated that it was not and all companies that provided a similar service were sought throughout the state their product was looked at. Mr. Buhler stated that this system was developed by Columbia County and that it is being marketed by Mr. Moore and Mr. Mauel.

Discussion on the cost of the system. Supervisor Dean questioned the maintenance cost of \$18,000 per year. He would like to the county to enter into a five year maintenance agreement not to exceed \$50,000.

Mr. Mauel explained the maintenance and mandated changes as part of their responsibility. Mr. Moore further explained how the cost of maintenance is determined. Discussion on prepayment of maintenance.

Mr. Moore stated that yearly maintenance is less than competitive. They will however be willing to split the difference to \$14,000 with no increase.

Motion made by Supervisor Schlenvogt, seconded by Supervisor Zens to approve the purchase of the of the Land Records System with web access software from Transcendent Solutions, LLC for a cost of \$124,000 for the software and \$9,000 for the hardware with a five year maintenance contract capped at \$14,000 per year with no prepayment. All members present voting aye. Motion carried. (4-0)

Review/Approve Transfer of Funds (cont):

Register of Deeds-Document Management System: Mr. Voigt provided the background. Fidlar has done a total rewrite of their product. It is a very doable and thrifty program. Fidlar is looking for a county that uses third party scanning software. Fidlar was willing to offer a 10% reduction in the acquisition of software and a 10% reduction in the next five years for maintenance plus the redacting product and the property fraud alert.

Two of the terminals in the office are not equipped to handle the software and so included in the transfer is monies for two new work stations. The total amount requested is \$24,400.

Mr. Voigt is also proposing that there will additional revenue coming through the office and would also like to tap into the internal grant funds.

Chairperson Cronic questioned the attachment C which is not pertinent to what is being done and the absence of attachment D. Mr. Voigt will review that all attachments are contained before signing the contract.

Mr. Voigt further stated that this software rethinks the process of document management. In his analysis of this, Mr. Voigt is willing to surrender a position in the 2010 budget.

Motion made by Supervisor Zens, seconded by Supervisor Schlenvogt to approve the transfer of funds in the amount of \$24,400. All members present voting aye. Motion carried. (4-0)

Department Reports:

Treasurer's Report: Ms. Makoutz reported that cash ending May is approximately \$2,200,000 higher than last year. This increase will be paid to the State during 2009 for Family Services overpayments from 2008. 87.4% of the cash portfolio is invested in termed accounts

Interest and penalty revenue is higher year to date. Interest earnings without accruals are down year to date. Sales tax for January – April showed a decrease of 5.5%.

Interest rates continue to decline. In December the Pool rate was 1.29% and is now .47%.

Since February, 58% of the current year's delinquent taxes have been collected.

All 2005 delinquent taxes eligible for tax foreclosure have been paid, no foreclosures on behalf of the county.

County Clerk's Report: The new County directories are now available. The legal notice requirement for the internet is on hold at the state while a study committee is created. Staff is preparing for the Domestic Partnership Agreements and Terminations that is expected to pass in the state budget and will be implemented 30 days after passage.

Human Resources Report: Mr. Dzwinel provided an update on labor negotiations.

Discussion on health insurance comparison chart.

Technology Resources Hardware/Software Purchase/Disposal & Project Status: The claim voucher from Microsoft in the amount of \$25,800 was received.

Internal service fund budget for 2010 is coming in flat. The intern position was totally removed.

Mr. Buhler is working with the vendor on the board room equipment to transfer some of the AV responsibilities from the County Board Chairperson.

Also working with the Treasurer's and County Clerk's office on possible printer replacements.

The Communication Services Manager is working on deployment of wireless hot spots throughout the county.

Finance Director's Report: Mr. Lamb reported that staff is finishing up with the auditors.

Mr. Lamb stated that revenue at Hawthorne Hills Course and Mee-Kwon Course are equal for the first time ever.

Claims & Wire Transfers Summary Sheet: Motion made by Supervisor Zens, seconded by Supervisor Dean to approve the Claims & Wire Transfers summary sheet for May in the amount of \$3,753,984.40. All members present voting aye. Motion carried. (4-0)

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

Next Meeting Date: Friday, July 24 – 8:00 AM

Adjournment: Motion made by Supervisor Schlenvogt, seconded by Supervisor Zens to adjourn. All members present voting aye. Motion carried. (4-0)

Meeting adjourned at 10:17AM.

*Julianne B. Winkelhorst, County Clerk*