

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

Present: Supervisors Cronce (8:14am), Becker, Zens, Dean and Schlenvogt. Staff: County Administrator Meaux, Technology Resource Director Buhler, Human Services Director Haupt, Human Resources Director Dzwinel, Finance Director Lamb, Treasurer Makoutz, Mental Health ADOA Program Coordinator Kojis, Behavioral Health Manager Lappen, Corporation Counsel Kenealy and County Clerk Winkelhorst.

Others Present: Economic Development Executive Director Kathleen Cady Schilling, SEWPRC Chief Economic Development Planner John Meland, Modern Equipment CEO Wade Roberts and Vice President/Controller Paul Czisny.

Call to Order/Proper Notice/Adoption of Agenda: Meeting called to order by Vice-Chairperson Becker at 8:05AM. Assurance that the meeting was properly noticed, so noted by Ms. Winkelhorst. Motion made by Supervisor Zens, seconded by Supervisor Dean to adopt the agenda as presented. All members present voting aye. Motion carried. (4-0).

Public Comments/Correspondence/Communications: There were none.

Supervisor Dean requested to move ahead in the agenda. There were no objections.

Approve Minutes from the September 25, October 7 & 8 Meetings: Motion made by Supervisor Zens, seconded by Supervisor Dean to approve September 25, October 7 & 8 minutes as submitted. All members present voting aye. Motion carried. (4-0).

Review/Approve Resolution – Revolving Loan Fund – Modern Equipment – Economic Development: Ms. Schilling stated that Modern Equipment had purchased a new building in 2007 in part through the Revolving Loan Fund program. Due to the economic downturn Modern Equipment has experience a decline in sales. This is a result of many of their customers delaying capital expenditures. Modern Equipment has taken a proactive response in reducing their costs.

Modern Equipment went to the City of Port Washington on October 20 to ask for a six month deferral of principal and interest and is now requesting the same of the County. This deferral will not affect the amortization term but would be added to the end of the loan as part of the balloon payment. This was approved at the City of Port Washington. The monthly amount that would be deferred is \$2,791. There is no direct fiscal impact for Ozaukee County as the Revolving Loan Fund is money granted to the County through the State's Community Development Block Grant Program.

Motion made by Supervisor Schlenvogt, seconded by Supervisor Zens to approve the resolution approving a six month principal and deferral for Modern Equipment Company on their loan from the Revolving Loan Fund Program. All members present voting aye. Motion carried. (4-0)

Action Items:

Review/Approve to Fill Full-time Psychiatric Nurse Position, Human Services Department, OPEIU Union Pay Grade 11, 37.50 Hours Weekly: Mr. Haupt stated that this position is vacant due to a resignation. The case load has been growing and this position provides administrative support to the psychiatrists as well as nursing support to the clients. This is assumed in the 2010 budget. They will try to under fill this position by hiring a licensed practical nurse instead of a registered nurse.

Motion made by Supervisor Dean, seconded by Supervisor Zens to approve the request to fill the Psychiatric Nurse position, full-time, 37.50 hours weekly, at a pay grade 10 to allow flexibility for the position. All members present voting aye. Motion carried. (4-0)

8:14AM Supervisor Cronce now in attendance.

Review/Approve Write-Offs Uncollectible Accounts – Corporation Counsel: Mr. Kenealy provided the quarterly report on uncollectible accounts. In review of the three quarters, he noted there are larger amounts for the first quarter compared to the third. That comes from finishing up the end of the year and therefore carried into the first quarter report. Discussion on the report.

Motion made by Supervisor Dean, seconded by Supervisor Cronce to approve the write-off of uncollectible accounts in the amount of \$12,509.43. All members present voting aye. Motion carried. (5-0)

Chairperson Cronce assumed the chair.

Review/Approve Proposal for Disaster Recovery, Virtualization & Storage Area Network (SAN): Mr. Buhler reported on a meeting that was held with Supervisors Cronce, Dean, and Wirth and Mr. Meaux to clarify what the process has been thus far and what the project entails. Mr. Buhler was able to reduce the cost of professional fees and made some other minor adjustments. The total cost of \$244,343 includes \$124,585 for virtual network servers. This price is based on total replacement of servers. He anticipates that six of the most recent purchased servers could be migrated to virtual servers for a cost savings of approximately \$9,000 each. Older units are not prime candidates for this environment but will be looked at.

Discussion on the current routine of backup, the changes that would occur and the backup location.

Motion made by Supervisor Dean, seconded by Supervisor Becker to approve the proposal for disaster recovery, virtualization and storage area network and for the Technology Resource Director to utilize existing servers for virtualization. All members present voting aye. Motion carried. (5-0)

Technology Resources Hardware/Software Purchase/Disposal & Project Status: Mr. Buhler reported on project status regarding phones; coordinating Register of Deeds AVID software upgrade; holding final payment for the last of the backbone upgrade and that a final exit review with the Project Manager will be held when sign off occurs.

Review/Approve Applying for Financing for Public Works Building Renovation Projects: Mr. Lamb stated that the State has very attractive rates for Trust Fund loans which are considered eligible for the American Recovery & Reinvestment Act (ARRA) rebate which is 35%. The County would have to apply to the Federal Government for the rebates. The current loan application limit per calendar year is \$1,000,000. This funding is available until the end of the year.

Mr. Meaux stated that Johnson Controls did a preliminary analysis identifying up to \$2,000,000 in energy efficient improvements that would be beneficial to the County. They are encouraging the County to proceed with a Request for Proposal for a more detailed engineering analysis.

Mr. Lamb reviewed the current debt payments. Discussion.

Motion made by Supervisor Schlenvogt, seconded by Supervisor Zens to approve applying for financing for the Public Works Building Renovation Project for \$1,000,000 for a ten year term at 4.5%. All members present voting aye. Motion carried. (5-0)

Finance Director's Report: Review and discussion on the financial reports.

Resolution to Amend Policy & Procedure Manual – Disbursements by Treasurer: Ms. Makoutz requested that the Human Services Department make this request to amend the P & P Manual because this is the first department that uses charge cards within the County to pay the vendor by electronic transfer.

Chairperson Cronce expressed concern on whether departments should create the financial agreement and would like to initiate discussion on the level that it should be done at. Ms. Makoutz stated that Mr. Lamb and she were involved in the process. Ms. Makoutz made a recommendation as to the time limit of the contract but the ultimate decision was made by the department.

Chairperson Cronce requested that Ms. Makoutz and Mr. Lamb review whether a policy is needed and if so what that would be. Chairperson Cronce would like the contracts reviewed by Corporation Counsel and then to this committee until a policy is determined.

Motion made by Supervisor Becker, seconded by Supervisor Zens to approve the amendment to the Policy & Procedure Manual to include charge card fees and equipment lease disbursement per the resolution. All members present voting aye. Motion carried. (5-0)

Treasurer's Report: Ms. Makoutz reported that cash ending September is approximately \$2,953,158 lower than last year. Interest and penalty revenue is up 12.4% from last year. Sales tax for January – July showed a decrease of 6.6%.

Interest rates continue to decline. In December the Pool rate was 1.29% and is now .27%.

Ms. Makoutz stated there was an unprecedented amount of delinquent taxes collected in September. The downside of that is since 2004 delinquent taxes have increased nearly \$1,000,000.

Discussion on the 2006 foreclosure list.

A software meeting with Transcendent Solutions was held with the clerks and assessors on October 21. Great comments were received from the clerks. Still on target for January 1 implementation.

Department Reports:

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

Human Resources Report: Mr. Dzwinel reviewed the report included in the packet. Discussion on possible early retirement package.

Claims & Wire Transfers Summary Sheet: Motion made by Supervisor Becker, seconded by Supervisor Zens to approve the Claims & Wire Transfers summary sheet for September in the amount of \$5,006,666.33. All members present voting aye. Motion carried. (5-0)

Conference/Convention & Meeting Attendance Report: There were none

Next Meeting Date: Friday, November 20 – 8:00AM

Adjournment: Motion made by Supervisor Zens, seconded by Supervisor Becker to adjourn. All members present voting aye. Motion carried. (5-0)

Meeting adjourned at 10:26AM.

*Julianne B. Winkelhorst, County Clerk*