

Port Washington, Wisconsin  
April 7, 2010

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

Present: Supervisors Cronce, Zens, and Schlenvogt. Staff: County Administrator Meaux, Assistant County Administrator Dzwinel, Emergency Management Director Owen and County Clerk Winkelhorst.

Others Present: Supervisors Szatkowski, Walerstein and Brooks (8:08am). Jack Zbiegien, Co-President-Prism Manufacturing; Economic Development Director Schilling; John Meland, Chief Economic Development Planner-Southeastern Wisconsin Regional Planning Commission (SEWRPC).

Absent: Supervisors Dean and 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. (3-0)

Public Comment: There were none.

Action Item:

Review/Approve Resolution Approving a \$70,000 Loan for Prism Manufacturing Group from the Revolving Loan Fund Program (RLFP): Ms. Schilling explained that Prism Manufacturing Group has been looking at expansion opportunities for some time. They currently have a company in Manitowoc and Brookfield and are looking to combine those two in Port Washington. Twelve employees will be coming from the other locations and a part of the agreement the company will guarantee the creation of 12 full-time equivalent (FTE).

There is an RLFP application pending with the City of Port Washington for machinery and the application with the county would be for working capital.

Mr. Zbiegien commented that the former Simplicity building that they are looking at will give them the opportunity to grow.

Mr. Meland stated that Prism Manufacturing Group is asking for \$70,000 from the revolving loan fund program with the county and \$100,000 from the city. There will be a match from a local bank of \$170,000. The total project is \$340,000. The city will be reviewing the request on April 20.

8:08AM County Board Chairperson Brooks joined the meeting.

Mr. Leland outlined the terms at an interest rate of 1.625%, which is consistent with the program requirements, seven- year term and amortization. The bank is considering the same term as well. There will be twelve jobs created with 51% recruited through the Ozaukee County Workforce Development Center. The county would have the second security lease behind the bank with the city taking the third. Both principal owners have equity in their homes therefore; a second mortgage is part of their collateral. Discussion.

Motion made by Supervisor Schlenvogt, seconded by Supervisor Zens to approve the request for \$70,000 from the Revolving Loan Fund Program with terms as stated in the memo from SEWRPC dated March 30, 2010. All members present voting aye. Motion carried. (3-0)

8:12AM Chairperson Cronce called a recess until the start of the joint meeting at 8:30AM.

Call to Order Joint Meeting of the Administrative & Public Safety Committees: Meeting called to order by Public Safety Committee Chairperson Nelson at 8:30AM.

Present: Supervisors Cronce, Zens, Schlenvogt, Nelson, Walker, Wirth, Buntrock, and Szatkowski. Staff: Emergency Management Director Owen, County Administrator Meaux, Sheriff Straub and County Clerk Winkelhorst.

Others Present: Supervisors Leider and Walerstein.

Absent: Supervisors Dean and Becker.

Public Comment: There were none.

Action Items:

Review/Approve Out of State Travel for Circuit Court Commissioner to Attend Association of Family and Conciliation Courts Annual Conference, Denver, Colorado: Chairperson Nelson explained that this is the Association of Family and Conciliation Courts Annual conference in Denver, Colorado June 2-5. Circuit Court Commissioner McManus is filling in for someone else who was not able to attend the conference. A \$1,000 scholarship has been received and should cover the cost of travel and lodging. The conference registration is \$580 plus \$10 for a certificate of attendance. This was approved by the Administrative Committee on March 26 subject to approval of this committee.

Motion made by Supervisor Wirth, seconded by Supervisor Walker to approve attendance for the Circuit Court Commissioner at the annual conference in Denver, Colorado on June 2-5. This vote is for the Public Safety Committee only. All members present voting aye. Motion carried. (5-0)

Review/Approve Budget Amendment – Emergency Management: Mr. Owen explained that the budget amendment is for three grant opportunities. Port Security Exercise Program Grant in the amount of \$17,920. This will be held primarily in the City of Port Washington but other response agencies will be brought in. There is no cash or in-kind match. The Hazardous Materials Exercise Program Grant in the amount of \$12,016. This will be centered in the Village of Saukville working with Cook Composites and local response agencies. There is no cash or in-kind match. The Emergency Management Operations Center Upgrades in the amount of \$23,500. This will provide upgrades to the Emergency Operations Center at the Justice Center. It is a dual use and purpose grant that not only will improve physical security and technology upgrades but also will provide assistance and technology for the Sheriff's training facility. No cash or in-kind match to the county.

Motion made by Supervisor Wirth, seconded by Supervisor Walker to approve the budget amendment requests in the total amount of \$53,436. All members present voting aye. Motion carried. (8-0)

Adjournment: Motion made by Supervisor Walker, seconded by Supervisor Wirth to adjourn. All members present voting aye. Motion carried. (8-0)

Meeting adjourned at 8:35AM.

*Julianne B. Winkelhorst, County Clerk*