

Port Washington, Wisconsin
August 27, 2010

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

Present: Supervisors Becker, Zens, Schlenvogt, and Wirth. Staff: County Administrator Meaux, Human Resources Director Dzwinel, Finance Director Lamb, Technology Resources Director Buhler, Treasurer Makoutz, Public Health Director Gruebling, and County Clerk Winkelhorst.

Others Present: Economic Development Executive Director Schilling, Robert Oldenburg and Jeff Becker from Oldenburg Metal Tech., Inc., and Henry Erfurt, Communications International Inc.

Absent: Supervisor Cronce

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 Schlenvogt, seconded by Supervisor Wirth 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 July 23 Meeting: Motion made by Supervisor Wirth, seconded by Supervisor Zens to approve the July 23 minutes as submitted. The majority of members present voting aye. Motion carried. (4-0)

Action Items:

Review/Approve a \$40,575 Loan for Oldenburg Metal Tech., Inc. from the Revolving Loan Fund Program (RLFP): Oldenburg Metal Tech., Inc. is located in the Town of Port Washington. Ms. Schilling stated that the request is to purchase a used punch press to expand the Company's press capabilities. This will allow the company the capacity to expand the current customer base and will generate increased sales revenue. The company agrees to hire 2.1 new positions over the next two years.

The RLF loan would be matched with \$40,575 in equity from the Company's owner – Robert Oldenburg. The loan would have a term and amortization of 10 years, a six month deferral on principal payments, and interest rate of 1.625%. The collateral would be a first security interest in the equipment being purchases, a second security interest in the Company's business assets behind a Port Washington State Bank line of credit, and the unlimited personal guarantee of the owner.

Motion made by Supervisor Schlenvogt, seconded by Supervisor Zens to approve a \$40,575 loan from the Revolving Loan Fund Program to Oldenburg Metal, Inc. subject to conditions contained in the Southeastern Wisconsin Regional Planning Commission's memo dated August 16, 2010. All members present voting aye. Motion carried. (4-0)

Ms. Schilling commented that the remaining balance in the RLFP is approximately \$110,000.

Review/Approve Budget Amendment – Sheriff's Office Division of Emergency Management: This is a pass thru grant via Waukesha County from the Office of Justice Assistance and will be used to purchase and install a new laptop computer in the Emergency Management command center.

Motion made by Supervisor Zens, seconded by Supervisor Wirth to approve the budget amendment for the Office of Justice Assistance Grant for Id Credentialing computer replacement in the amount of \$3,000. All members present voting aye. Motion carried. (4-0)

Review/Approve Budget Amendment – Planning & Parks Department: This is supplemental National Oceanic and Atmospheric Administration (NOAA) Grant for Fish Habitat. This is a 100% reimbursable grant and will pay for the cost of increased reporting necessary to comply with the original grant and allow for additional ecological and recreational use.

Motion made by Supervisor Wirth, seconded by Supervisor Zens to approve the budget amendment for the supplemental NOAA Grant for the Fish Habitat in the amount of \$536,350. All members present voting aye. Motion carried. (4-0)

Review/Approve Out of State Conference Attendance – Planning & Parks Department: NOAA and the Great Lakes Commission have requested Ozaukee County Planning & Parks Director and Program Manager to present information as part of a fish passage session. Attendance at the meeting is concurrent with Outreach and Education goals as listed in the grant proposal. This is fully funded by the NOAA grant.

Motion made by Supervisor Zens, seconded by Supervisor Schlenvogt to approve the out of state conference request for the Planning & Parks Director and Program Manager to attend and present at the 2010 Areas of Concern Program Annual Meeting, September 22 & 23, in Buffalo, New York. All members present voting aye. Motion carried. (4-0)

Proposed Public Health Department Reorganization: Ms. Gruebling reviewed the reorganization chart. Supervisor Wirth inquired as to whether all services are mandated. Ms. Gruebling stated that all tax levy dollars used provide services that are mandated. In the proposed reorganization chart she tried to capture the different program areas that the County is required to provide. The Health Education and Community Outreach area is not strong in the County and it is becoming the emphasis of the State as a priority to provide this service. The County is at a very high risk of losing dollars from the State if changes are not made in the way the department is organized. She doesn't feel that the Public Health Department should be funded totally by levy dollars. The recommendations that are being made are to move forward, to be a leader, and to bring in dollars from other sources. The following action items will reflect this reorganization.

8:32AM Communications Services Manager Mesich and Radio Equipment Technician/Programmer Anderson joined the meeting.

Review/Approve Creation of Nursing Supervisor Position: The Nursing Supervisor position would be created to replace the Assistant Director. This position would have oversight of the nursing staff on a day-to-day basis and would maintain an active role in nursing. This would eliminate a Nursing position but not an employee as there would be move into the Supervisor position. Currently there are monies set aside in the 2010 budget for the Assistant Director that would be used for this position for the remainder of the year.

Review/Approve Creation of Health Educator Position: This person will be actively looking for grants, working with community partners to move intervention or prevention efforts forward, working closely with nursing staff on education; and some environmental health work as well. It is expected that within one year this position will be funded 30% by grants. This is a new position to begin on January 1, 2011.

Motion made by Supervisor Wirth, seconded by Supervisor Zens to combine both positions therefore approving the creation of a full-time, non-represented, Nursing Supervisor position at a pay grade 109 and the creation of a full-time, non-represented, Health Educator position at a pay grade 104. All members present voting aye. Motion carried. (4-0)

Review/Approve Amending County Policy & Procedure Manual – Revolving Funds Petty Cash: Motion made by Supervisor Zens, seconded by Supervisor Schlenvogt to approve amending the Policy and Procedure Manual to include Lasata Crossings with a petty cash amount of \$250 and to decrease Lasata Heights petty cash from \$500 to \$250. All members present voting aye. Motion carried. (4-0)

Presentation by Henry Erfurt, Communications International Inc.: Mr. Erfurt conducted a presentation on the EDACS Radio Renewal Project. The original timeline and the three sites - Belgium, Mee-Kwon, and Justice Center were reviewed. In the project budget summary it was noted that the project came in \$560,701.80 under budget. He explained the reason for the delay and that there was no cost to the county or an impact on the users.

In summary, the shelters are installed, in use and accepted; all tower work and modifications are complete and accepted; the radio system is installed, in use and accepted; the data system is installed, in use and accepted; and the project, however delayed, is complete, under budget, and accepted. Mr. Erfurt's recommendation is to remit payment to Harris and any other vendors in regards to the radio system renewal project. The project is complete.

Mr. Erfurt complimented Public Works Director Dreblow and his staff on the services that they provided on this project as the general contractor. Their performance was fantastic, they were very cooperative, and their work was the highest quality that he has ever seen.

He further complimented everyone that he worked with on this project and stated that a great service has been done to the public and that the Ozaukee County Board and staff are good stewards of the taxpayer dollars.

Mr. Erfurt reviewed the future for Ozaukee County's new radio system; current systems that have taken the same migration path; and new systems with the same equipment.

Discussion and questions followed the presentation.

Mr. Anderson commented that as the maintainer and administrator for the communication systems of the county, he has no doubt that the County did the right thing, he is proud of the project, and the direction that the County chose to go, and he believes the county is on a path towards a future migration to meet the national standards. Mr. Anderson extended an invitation to the committee and the County Board to tour the radio system.

Review/Approve Final Acceptance of Radio Backbone Project: Supervisor Wirth requested to abstain. There were no objections.

Motion made by Supervisor Zens, seconded by Supervisor Schlenvogt to combine both action items therefore approving the final acceptance of the Radio Backbone Project and to authorize final payments to Harris Corporation and Communications International Inc. for the Radio Backbone Project. The majority of members present voting aye. (3-0) Wirth abstained.

Review/Approve Final Payments to Harris Corporation and Communications International Inc. for the Radio Backbone Project: Included in the previous motion.

Review/Approve Mutual Aid Compact for County Clerk's Office Assistance: Clerk Winkelhorst requested to remove this item from the agenda at this time.

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

Department Reports:

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

Human Resources Report: Mr. Dzwinel stated that the online sexual harassment training required some tweaks to accommodate the impact that viewing streaming video has on our network resources so he is delaying the start of the training.

Health insurance is tracking well and workers compensation claims are low.

Chairperson Becker reverted back to the order of the agenda.

Discussion Item:

Review of the Sale Process after Judgment by Corporation Counsel: Motion made by Supervisor Wirth, seconded by Supervisor Zens to table the discussion until the October meeting. All members present voting aye. Motion carried. (4-0)

Technology Resources Hardware/Software Purchase/Disposal & Project Status: Mr. Buhler stated that training for ProPhoenix was conducted at the Sheriff's Department for all law enforcement agencies in the County. It was very well received.

Treasurer's Report: Ms. Makoutz reported cash ending July is down \$1,187,063 from last July.

Interest and penalty revenue has increased by 26.4%. Interest earnings are down 57.6% from last year through July. Sales tax year to date for June showed a decrease of 1.9%. Discussion.

On August 13, 874 statements for delinquent taxes were sent out which is 75 less than last year. The general ledger is in balance with the outstanding current year delinquent taxes and certificate roll.

One parcel remains in 2006 foreclosure with a court date set for September 8. Currently there are 103 parcels eligible for tax foreclosure on 2007 delinquent taxes.

On September 1, August will be closed and certificates will be issued on the AS400 system. It is scheduled to go live on September 2 with the conversion of certificates and begin receipting into the Land Records System. The AS400 will then become obsolete.

Finance Director's Report: Report included in the packet. There were no further questions.

Claims & Wire Transfers Summary Sheet: Motion made by Supervisor Zens, seconded by Supervisor Schlenvogt to approve the Claims & Wire Transfers summary sheet for July in the amount of \$65,772,753.87. All members present voting aye. Motion carried. (4-0)

Conference/Convention & Meeting Attendance Report: Conference reports were submitted by Mr. Buhler and approved.

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

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

Meeting adjourned at 10:06AM

Julianne B. Winkelhorst, County Clerk