

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

Present: Supervisors Becker, Zens, and Wirth. Staff: County Administrator Meaux, Human Resources Director Dzwinel, Finance Director Lamb, Technology Resources Director Buhler, Treasurer Makoutz, Captain Johnson, Developmental Disability Program Manager Engl, and County Clerk Winkelhorst.

Others Present: Economic Development Executive Director Schilling

Absent: Supervisors Cronce and Schlenvogt

Call to Order/Proper Notice/Adoption of Agenda: Meeting called to order by Vice-Chairperson Becker at 8:03AM. Assurance that the meeting was properly noticed, so noted by Ms. Winkelhorst. Motion made by Supervisor Wirth, seconded by Supervisor Zens 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 October 6 am & pm, 7, 22, and November 3 Meetings: Motion made by Supervisor Zens, seconded by Supervisor Wirth to approve the October 6 am & pm, 7, 22, and November 3 minutes as submitted. All members present voting aye. Motion carried. (3-0)

Action Items:

Review/Approve Resolution – Authorization of State Grant Application – Brownfield Site Assessment Grant for the 600 South Milwaukee Street Property in Fredonia: Phillips Plastics acquired Graphics Technology, a firm in Fredonia and their property, 600 S. Milwaukee Street in 1985. Unfortunately, at that time, Phillips did not do a Phase 1 Environment Assessment. In the preceding years, it has been determined that the site is contaminated. The contamination has been determined to have occurred in late 1970s, early 1980s by H.V.C. Inc, who owned and operated a business at this site. Phillips Plastics has received one site assessment grant from the Wisconsin Department of Natural Resources (WDNR) for this property in coordination with the Village of Fredonia.

Last year Phillips Plastic came to the county with a site assessment grant to take down the building, which they did apply for but didn't receive. They took down the building at their own expense and now are looking to receive a second site assessment grant to remove the concrete slab and parking area. Phillips is hoping to work with the County to receive additional funding for the site clean-up.

To receive a Site Assessment Grant, a local unit of government is required to apply for the grant. Phillips Plastics has agreed to meet all match requirements for this grant.

Supervisor Wirth stated that the County doesn't want to own this property in any way. Chairperson Becker stated that it was agreed to look at this knowing that there would be absolutely no liability to the County. Ms. Schilling further stated that this doesn't change our ownership or liability but simply provides them with the grant to do their cleanup.

Ms. Schilling stated that they have been informed that of the \$100,000, the WDNR will give them \$85,000 out of last year's allotment. If they are approved to move forward it would be for the remaining \$15,000.

Supervisor Zens inquired as to why the County would get involved in something because a private enterprise didn't do the Phase 1 Assessment, why would we use administrative time that the County is not reimbursed for, and would we be taking business away from the private sector. The Village of Fredonia could hire a consultant to manage the grant for them. This is a village issue not a county issue. Discussion.

Ms. Schilling explained that the County is involved because it has to be a governmental agency. The County has larger support base and the Office of Economic Development (OED) would manage the grant for the County. Chairperson Becker further commented that is what the OED is for and they are trying to make this marketable for economic development. This was previously agreed to pursue as long as the County was not liable. OED wouldn't be managing the whole project but rather just the take down of the property.

Supervisor Wirth stated that he can't support this as well. This is not something the County should be involved in. It is a local issue.

Ms. Schilling stated that the grant has already been received because of the initial application that this committee and the County Board authorized in 2009. Mr. Meaux recalled to the committee the conversation with this committee and with County Board Chairperson Brooks where Phillips Plastic authorized up to \$20,000 for legal counsel to be certain that the County would not be liable.

Supervisors Zens and Wirth would like to see the legal opinion in writing. Chairperson Becker stated that no action will be taken today and a meeting will be scheduled on December 1 prior to County Board to provide that information and to take action.

Review/Approve Budget Amendment for Port Security Grants – Sheriff's Office Division of Emergency Management: Motion made by Supervisor Wirth, seconded by Supervisor Zens to approve the budget amendment in the amount of \$9,994 from the Wisconsin Office of Justice Assistance via Milwaukee County grant to be utilized for port security training for the County's Special Response Team. The approval is subject to Public Safety Committee approving this as well. All members present voting aye. Motion carried. (3-0)

Review/Approve Requests to Fill Positions:

Developmental Disabilities Case Manager, OPEIU, 37.5 hrs Weekly, Pay Grade 10 – Human Services Department: Ms. Engl explained that this position will become vacant due to a retirement. The request is to fill the position, allowing for training prior to the incumbent leaving and to change the title to "Birth to Three Coordinator".

Supervisor Wirth inquired as to whether all the requirements in education as stated in the support document are held by the current incumbent. It was stated that the incumbent does have all the required education.

Motion made by Supervisor Zens, seconded by Supervisor Wirth to approve the title change and the request to fill the "Birth to Three Coordinator", OPEIU, 37.5 hrs weekly, pay grade 10 position. All members present voting aye. Motion carried. (3-0)

Program Assistant, Full-time, Non-Rep, Pay Grade 107, Grant Funded – Planning & Parks Department: Motion made by Supervisor Zens, seconded by Supervisor Wirth to approve the request to fill the full-time, non-rep, pay grade 107, grant funded position. All members present voting aye. Motion carried. (3-0)

Review/Approve the Remi Group Service Agreement: Mr. Buhler stated that the Remi Group approached him with an alternative to the current annual maintenance agreements with our hardware vendors. Maintenance coverage would be transferred to a third party provider and coordinated through the Remi Group.

Mr. Buhler would cancel existing contracts with the five or six vendors and Remi Group would administer the maintenance process for the equipment. The breakdown of charges would be \$727.94 for the first month and \$24.2658 per day for subsequent months. With the test group of equipment the first year savings could amount to \$3,705.59.

This equipment is no longer under warranties. The current laptops or desktop computers will not be put under maintenance contracts. We will just acquire the parts and realize a savings there.

Motion made by Supervisor Wirth, seconded by Supervisor Zens to approve the Service Agreement with the Remi Group. All members present voting aye. Motion carried. (3-0)

Discussion Item:

City of Milwaukee Request for User of Reserve Radio Frequencies: Mr. Buhler stated that this is informational only. Region 54 has allowed temporary usage for the reserved frequencies for Ozaukee County to the City of Milwaukee. Ozaukee County does not hold licenses or rights to any of the frequencies in question therefore; Ozaukee County is not actually losing frequencies related to this issue. The request went to the Sheriff who in turn forwarded it to the Radio User Group Committee.

If needed the County could acquire frequencies through the same process that the City of Milwaukee did. There are no longer any reserved frequencies specifically for the county. There is no immediate need for the frequencies in question by the county.

Department Reports:

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

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

Technology Resources Hardware/Software Purchase/Disposal & Project Status: Discussion on tower security due to the rash of vandalism that has occurred.

Treasurer's Report: Ms. Makoutz explained foreclosures with regards to contaminated properties.

Ms. Makoutz reported cash ending October is down \$3,002,726 from last October or 25.4%. Discussion on withdrawing of funds if needed.

Interest and penalty revenue has increased by \$62,789 or 13.7%. Interest earnings are down by \$185,096 or 47.5% from last year through October. Sales tax is more than last year through August by \$51,805 or 1.3%. Discussion on sales tax.

Certificate balance is higher than last year through October of 20.3%.

Finance Director's Report: Mr. Lamb stated that the budget is tracking well to actual. Report included in the packet. There were no further questions.

Claims & Wire Transfers Summary Sheet: Chairperson Becker noted a correction on the Wire Transfers summary sheet with the amount paid to Prism Manufacturing and the total amount of wire transfers. Motion made by Supervisor Wirth, seconded by Supervisor Zens to approve the Claims & Wire Transfers summary sheet for October, as amended, in the amount of \$4,425,015.11. All members present voting aye. Motion carried. (3-0)

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

Motion made by Supervisor Wirth, seconded by Supervisor Zens to enter into closed session pursuant to Section 19.85(1) (e) of the Wisconsin State Statutes. Roll call vote was taken. All members present voting aye. Motion carried. (3-0)

Closed Session Pursuant to Section 19.85 (1)(e) of the Wisconsin State Statutes: Update Regarding Labor Negotiations for OPEIU Highway Employees and Proposal for Deputies Sheriff's Association: 9:37AM entered into closed session. Present: Becker, Zens, Wirth, Meaux, Dzwiniel, Johnson, and Lamb.

Next Meeting Date: **Wednesday, December 22** – 8:00AM (Note change in day and date)

Adjournment: Chairperson Becker declared the meeting adjourned.

Meeting adjourned at 10:03AM

Julianne B. Winkelhorst, County Clerk