

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, Building Superintendent Hicks, and County Clerk Winkelhorst.

Others Present: Economic Development Executive Director Schilling, and Jay Schauer and Jim Kass from Allen Edmonds.

Absent: Supervisor Cronce

Call to Order/Proper Notice/Adoption of Agenda: Meeting called to order by Vice-Chairperson Becker at 8:04AM. Assurance that the meeting was properly noticed, so noted by Ms. Winkelhorst. Motion made by Supervisor Wirth, seconded by Supervisor Schlenvogt to adopt the agenda as presented. All members present voting aye. Motion carried. (4-0)

Public Comments/Correspondence/Communications: Supervisor Zens expressed appreciation to the Department Heads, the County Administrator and his staff for the work that was done in preparation of the budget.

Chairperson Becker commented on the fine quality of the county golf courses.

Approve Minutes from the August 27 Meeting: Motion made by Supervisor Wirth, seconded by Supervisor Zens to approve the August 27 minutes as submitted. All members present voting aye. Motion carried. (4-0)

Action Items:

Review/Approve Authorization for Ozaukee County's Application to the Wisconsin Community Development Block Grant (CDBG) for Economic Development Program: Ms. Schilling stated that Allen Edmonds, located in the City of Port Washington, is currently planning on expanding and enhancing their production facility. The company has requested a \$1,500,000 working capital and equipment forgivable loan from the State of Wisconsin CDBG program. The loan will be matched by a \$3,000,000 investment by Allen Edmonds. The project will maintain the current 220 employees at the facility and will require that they hire 100 new full time employees by 2015.

Ozaukee County is the grant applicant and applies for the grant, and upon acceptance distributes the funds to Allen Edmonds. There is no liability to the County. The state will verify the employment issues and the Economic Development office will be responsible for the administrative process.

Motion made by Supervisor Wirth, seconded by Supervisor Zens to approve authorization of the application process to move forward to the State of Wisconsin. All members present voting aye. Motion carried. (4-0)

Chairperson Becker and Supervisor Schlenvogt thanked Mr. Schauer and Mr. Kass for making an investment not only in Ozaukee County but in the City and Town of Port Washington. Ms. Schilling was also acknowledged for the work she did on this effort.

Review/Approve Out of State Conference Attendance – Public Health: This item was removed from the agenda as it was within 100 miles of the state line as required by the Policy & Procedure Manual so oversight committee was the only approval needed.

Review/Approve Budget Amendment – Sheriff's Office Division of Emergency Management: Clerk Winkelhorst noted that the correct amount on the documents should be \$18,000. This is a

request to accept an additional \$18,000 for the 2010 Hazardous Material Emergency Preparedness Grant (HMEP). The original grant was for \$38,500. There is no cash or in-kind match.

Motion made by Supervisor Zens, seconded by Supervisor Wirth to accept the additional \$18,000 for the HMEP grant. All members present voting aye. Motion carried. (4-0)

Review/Approve Request to Fill Night Janitor Position, Facilities, OPEIU, Pay Grade 2, 23 hrs Weekly: This position is at the Highway Department. Supervisor Wirth inquired as to contracting this out. Mr. Dzwinel stated that it is a union position that could only be subcontracted for 60 days, at which point the County is required by the contract to discuss the arrangement with the union. Mr. Meaux commented that this was addressed at the Public Works Committee and it was noted that prior to Facilities taking this over it had been contracted out and there were several bad experiences with that arrangement. Discussion on contracting out janitorial maintenance. This will be reviewed at a later date.

Motion made by Supervisor Zens, seconded by Supervisor Schlenvogt to approve the request to fill the night Janitor position, OPEIU, Pay Grade 2, 23 hrs weekly. All members present voting aye. Motion carried. (4-0)

Review/Approve Job Evaluation Office Assistant III – Register of Deeds: Mr. Dzwinel stated that the Register of Deeds put in a new software system that was more efficient, eliminated a full-time position, and required this position to assume the software responsibility, additional accounting duties, and involvement in the implementation of the program. This position is equivalent with the other two pay grade 6 positions in the office and would allow management to ensure consistency in job duties and assignments.

Supervisor Wirth inquired as to what the duties were previously because the operation of a software program is not a valid reason to approve an upgrade. Mr. Dzwinel explained the accounting and billing functions that are now included as part of the responsibilities with this system, the handling of County funds under the evaluation system are higher level duties and are a factor in the recommended upgrade. Discussion.

Motion made by Supervisor Wirth, seconded by Supervisor Zens to approve the upgrade for the Register of Deeds Office Assistant III to Office Assistant IV, Pay Grade 6. All members present voting aye. Motion carried. (4-0)

Review/Approve Amending Policy & Procedure Manual – Vehicle Use Policy: This is a request to include the Communications Services Manager to be allowed to drive a county vehicle to and from work, and for after-hours service response purposes. Discussion on the use of county vehicles for several employees and the public perception. Mr. Lamb explained the rationale and studies that have been done.

Motion made by Supervisor Zens, seconded by Supervisor Schlenvogt to approve the amendment to the Vehicle Use Policy to include the Communications Services Manager as an employee permitted to drive a county vehicle to and from work. All members present voting aye. Motion carried. (4-0)

Review/Approve Purchase of Air Conditioners Computer Rooms Justice Center: Mr. Buhler explained that the air conditioner units provide temperature control for the network computer infrastructure, telephone/voicemail system, and 911 equipment for law enforcement. The two air conditioners are failing and need to be replaced. The bid submitted is from J & H Heating, Inc. in the amount of \$45,740. In addition the line voltage wiring is estimated at \$5,410. The funding was included in the 2010 budget.

Motion made by Supervisor Wirth, seconded by Supervisor Zens to approve the purchase of two air conditioners for the computer rooms for a total cost of \$51,150. All members present voting aye. Motion carried. (4-0)

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

Department Reports:

Technology Resources Hardware/Software Purchase/Disposal & Project Status: Mr. Buhler provided an update on the vandalism that occurred at the Belgium tower site.

Chairperson Becker reverted back to the order of the agenda.

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

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

Treasurer's Report: Ms. Makoutz reported cash ending August is down \$2,151,656 from last August or 13.4%.

Interest and penalty revenue has increased by 21.5%. Interest earnings are down 51.6% from last year through August. Sales tax year to date for June showed a decrease of 1.9%.

On September 1, 871 statements for delinquent taxes were sent out. The general ledger is in balance with the final certificate roll in the AS400 on September 1 and with opening certificate roll in Land Record System on September 2. Ms. Makoutz reviewed the Certificate Roll Balance chart noting that delinquent taxes have increased by 142.9% since 2005. As the certificate balance increases the amount of cash decreases.

Currently there are 75 parcels eligible for tax foreclosure on the 2007 delinquent taxes. Discussion.

Ms. Makoutz presented the proposed budget highlights for her department. Discussion on the budget.

Finance Director's Report: Mr. Lamb reviewed the *Report on Compliance and on Internal Control and other Comments and Observation*. The auditors have completed the federal and state financial assistance schedules required for the County's single audit. The County recognizes the need to assume this responsibility and this has been a goal for more than one year. Staff will again try to coordinate with the auditors to train staff in this function.

The auditors recommend that the County review its current classifications to determine the proper reporting of governmental funds and fund balance due to the new standard issued by the Governmental Accounting Standards Board.

Mr. Lamb reviewed the current debt and the possible new borrowing. Bond counsel is looking at the Radio Backbone bond for refinancing. Discussion on Baird's role in the new bond. Baird has suggested that they act as underwriters rather than advisors. The savings to the county would be over \$25,000. The committee agreed that Baird's role as underwriter would benefit the county.

Discussion on the auditors doing a presentation to the full board at the mid month meeting on October 20.

Claims & Wire Transfers Summary Sheet: Motion made by Supervisor Wirth, seconded by Supervisor Schlenvogt to approve the Claims & Wire Transfers summary sheet for August in the amount of \$5,341,762.70. All members present voting aye. Motion carried. (4-0)

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

Next Meeting Dates: Budget Hearings – Wednesday, October 6 – 1:00PM

Budget Hearings – Thursday, October 7 – 8:00AM

Regular Meeting - Friday, October 22 – 8:00AM

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

Meeting adjourned at 10:46AM

*Julianne B. Winkelhorst, County Clerk*