



AGENDA
EXECUTIVE COMMITTEE
REGULAR MEETING
MONDAY, AUGUST 1, 2022 – 3:00 PM
ADMINISTRATION CENTER - AUDITORIUM
121 W MAIN STREET, PORT WASHINGTON, WI 53074

The public can access the meeting by viewing the live stream at the link which will be opened five minutes before the call to order:

[Executive Committee Live Stream](#)

The public can submit comments here: [Public Comment Form](#)
[Public Comment Policy & Instructions For Submitting Public Comments Online](#)

1. CALL TO ORDER

Roll Call

2. PROPER NOTICE

3. PUBLIC COMMENTS, CORRESPONDENCE, COMMUNICATIONS

4. APPROVAL OF MINUTES

a. May 23, 2022

5. DISCUSSION ITEMS:

a. Review of Committee Responsibilities and Parliamentary Procedure per Ozaukee County Policy and Procedure Manual

6. ACTION ITEMS

- a. Filling Vacancy in Elective Office of County Treasurer
- b. ORD.22-3: Amending Section 2.02(1) of the Ozaukee County Code of Ordinances - Supervisory Districts 9 & 10
- c. RES.22-10: ARPA Funding for the Ozaukee County EMS Grant Program
- d. ARPA Roundtable Projects - Review of Process and Projects
- e. RES.22-11: Justice Center Training and Storage Facility American Recovery Plan Act Allocation
- f. RES.22-12: Employee Onboarding and Benefits Administration Software Subscription Purchase with ARPA Funding

7. DISCUSSION ITEMS

a. Schedule of County Board Meetings

8. COUNTY ADMINISTRATOR'S REPORT

- a. 2023 Budget
- b. Wage and Benefit Study
- c. 2021 Annual Financial Report
- d. Land & Water Management Director Recruitment
- e. Lasata Campus Update

9. COMMITTEE REPORTS

10. NEXT MEETING DATE

August 29, 2022

11. ADJOURNMENT

A quorum of members of committees or the full County Board of Ozaukee County may be in attendance at this meeting for purposes related to committee or board duties, however, no formal action will be taken by these committees or the board at this meeting.

Persons with disabilities requiring accommodations for attendance at this meeting should contact the County Clerk's Office at 262-284-8110, twenty-four (24) hours in advance of the meeting.

Executive Committee**AGENDA INFORMATION SHEET**

AGENDA DATE: August 1, 2022
DEPARTMENT: County Clerk
DIRECTOR: Julie Winkelhorst
PREPARER: Julie Winkelhorst

Agenda Summary May 23, 2022

<https://www.co.ozaukee.wi.us/AgendaCenter/ViewFile/Minutes/05232022-3086>

Executive Committee

AGENDA INFORMATION SHEET

AGENDA DATE: August 1, 2022
DEPARTMENT: County Clerk
DIRECTOR: Julie Winkelhorst
PREPARER: Julie Winkelhorst

Agenda Summary Review of Committee Responsibilities and Parliamentary Procedure per Ozaukee County Policy and Procedure Manual

ATTACHMENTS:

- Executive Committee (PDF)

2.02 EXECUTIVE COMMITTEE

- (1) The County Board Chairperson, County Board Vice Chairperson, County Board Second Vice-Chairperson and three (3) additional members appointed by the County Board Chairperson as Standing Committee Chairpersons shall serve as the Executive Committee of the County Board and shall provide the leadership, vision, and purpose in concert with the Ozaukee County Mission Statement.
 - (a) In the event that a member of the Executive Committee is unable to attend a meeting, he or she may appoint an alternate from the Standing Committee of which they Chair.
 - (b) The Chairperson of the Board may choose an alternate from the body at large.
 - (2) The County Board Chairperson and Vice Chairperson shall serve as the chairperson and vice-chairperson, and act as voting members, of the Executive Committee.
 - (3) Serve as the oversight Committee of the County Administrator's Office
 - (4) The Executive Committee shall exercise the following powers and duties:
 - (a) Review the sections of the Code of Ordinances, in addition to, the Policy and Procedure Manual not under the jurisdiction of another County Committee.
 - (b) Introduce the various administrative type resolutions that are not the responsibility of another committee.
 - (c) Communication linkage between Standing Committees
 - (d) Arbitrate between competing Standing Committee issues
 - (e) Set the agenda for the regular meeting held on the third Wednesday
 - (f) Review proposed state and local legislation concerning County government, and make recommendations thereon
 - (g) Following each federal decennial census of population, prepare a preliminary and a final County supervisory district plan for presentation to the County Board
 - (h) Interpret County mission and formulate broad objective
 - (i) Budgetary Responsibilities
 1. Review, amend, and approve the annual County budget as submitted by the County Administrator
 2. Submit the amended budget to the County Board for adoption
 3. Authorize the publication of County budget summary, and notice of public hearing per Sec. 65.90(3), Wis. Stats.
 - (j) Evaluate and make recommendations to the County Board on the issuance of new debt, refinancing existing debt, authorizing debt repayment
 - (k) Direct and guide collective bargaining process and approve all collective bargaining agreements
 1. Collective bargaining agreements shall not be considered for final approval by the Committee until a complete contract edited and signed by the union has been provided to the Human Resources Office.
 2. Implementation of the terms defining the wages, hours and conditions of employment defined by collective bargaining agreements requires approval of the County Board.

- (l) Revolving Loan Funds: Provide recommendations concerning the Revolving Loan Funds to the County Board and oversee the Community Development Block Grant Program for Economic Development.

2.03 STANDING COMMITTEES OF THE COUNTY BOARD

(1) General Powers and Duties:

- (a) Oversight of County Departments: Oversight shall include but is not limited to the following:
1. Interview up to three candidates suggested by the County Administrator for appointment to the position of Director, Department Head, Administrator, and/or Commissioner of the County Departments within their oversight. The Standing Committee shall recommend an appointee to the full County Board for confirmation within the salary guidelines set by the Finance Committee
 2. Monthly review of a department-wide budget summary for each of the County Departments within the Committee's oversight highlighting variances from the adopted budget
 3. Direct and guide policy and enforce accountability of the Departments within their oversight
 4. Approve all action items including but not limited to:
 - a. Departmental budgets
 - b. Departmental policies and procedures
 - c. Staffing levels and hours
 - d. New positions
 - e. Capital purchases greater than \$5,000
 - f. Fund transfers of \$10,000 or more and any transfer involving funds budgeted for conferences and meetings
 - g. Grant applications and acceptances
 - h. Review departmental fee schedules
 - i. Departmental name changes
 5. Authorize, review, and approve intergovernmental agreements and contracts as necessary or as otherwise authorized by law:
- (b) Establish Ad Hoc and/or Study Groups: in keeping with the purposes and objectives of the Committee, to analyze committee policies or issues, and to encourage community involvement
- (c) Setting Agendas:
1. The Committee Chairperson and County Administrator shall set the agendas of the Standing Committees in consultation with Constitutional Officers of the County and Department Heads within their oversight
 2. The Office of the County Clerk shall administer the agendas and minutes for all standing Committees
- (d) Standing Committees shall oversee all public work within their departmental oversight, including any contract for the construction, repair, remodeling or improvement of any public work or building

1. Public notices or bids for all public work shall be released and published per Sec. 59.52(29)(a), Wis. Stats.
2. Approve all contracts and change orders:
 - a. Change orders up to \$5,000 require the approval of the Public Works Director.
 - b. Emergency change orders up to \$25,000 may be approved by the Public Works Director after consultation with Committee Chairperson and County Administrator and the appropriate Department Head.
 - c. Change orders over \$25,000 require approval of the Standing Committee.
 - d. All change orders must be reported to the Standing Committee at the meeting following their approval.

(7) Term Limits

(a) Supervisor Term Limits on Standing Committees

1. No County Board Supervisor shall serve more than four (4) consecutive terms on a Standing Committee.
2. Only full two-year terms shall be counted for the purposes of calculating term limits.
3. The calculation of Standing Committee term limits shall be calculated retroactively to the creation of the current committees per the County Board Reorganization implemented on April 6, 2005.

(b) Term Limits on Standing Committee Chairpersons

1. No County Board Supervisor shall serve more than three (3) consecutive terms as the Chairperson of a Standing Committee.
2. Only full two-year terms shall be counted for the purposes of calculating term limits.

(8) Virtual Attendance at Standing Committee Meetings.

(a) The Committee Chairperson may allow County Board Supervisors to attend standing committee meetings by teleconference when necessary to obtain quorum.

(b) Access to Standing Committee Meetings.

1. When permission to attend a standing committee meeting by teleconference is granted, a phone number and unique access code will be provided to the County Board Supervisors attending telephonically.
2. The information will be provided via email to County Board Supervisors through their County Board email address.
3. County Board Supervisors shall connect to teleconferences five minutes prior to the start time of the standing committee meetings to ensure access.
4. County Board Supervisors shall enter standing committee meetings on mute and unmute when addressing the committee to lessen disruptions.

2.04 COMMITTEE GENERAL PROCEDURES

(1) Parliamentary Procedure:

- (a) Except as modified by the following rules, the rules of the parliamentary practice in Robert's Rules of Order Newly Revised shall govern in all cases where they are applicable.
 - (b) The Statutory Boards and Commissions shall select their own Chairperson and Vice-Chair-person by election.
 - (c) No county employee, either full-time or part-time, may serve as a Committee, Board, or Commission, Chairperson or Vice-Chairperson that has any type of oversight responsibility involving that employee.
 - (d) [Section 2.01\(4\)\(j\)2.b.](#) of this manual shall apply to attendance of County Board and citizen members at meetings of Standing Committees except when permission is granted to County Board Supervisors to attend by teleconference pursuant to the provision in Section 2.03(8)(a) of this manual.
- (2) Quorum:
- (a) A quorum is defined as a majority of the authorized number of Committee members. All standing Committees shall consist of five Board members. The Natural Resources Committee shall also contain a Farm Service Agency representative for agricultural soil and water conservation related issues only.
 - (b) If any of the members of the Committee are not in attendance then any member of the Executive Committee or the Chairperson's designee may act as members of the Committee.
 - (c) When a majority is not in attendance, all present shall be entitled to their per diem, if applicable, and mileage.
- (3) Closed Sessions:
- (a) A meeting of a Committee, upon a motion duly made and carried, may be convened in closed session under one or more of the exemptions provided in Sec. 19.85, Wis. Stats.
 - 1. The motion shall be carried by majority vote in such manner that the vote of each member is ascertained and recorded in the minutes.
 - 2. No motion to convene in closed session may be adopted unless the Committee Chairperson announces to those present at the meeting at which such motion is made:
 - a. The nature of the business to be considered in such closed session
 - b. The specific exemption or exemptions by which such closed session is claimed to be authorized
 - c. No business may be considered at any closed session except that which relates to matters contained in the Committee Chairperson's announcement of the closed session.
 - 3. A Committee may not commence a meeting, subsequently convene in closed session, and thereafter reconvene again in open session within 12 (twelve) hours after completion of the closed session unless the agenda for the meeting indicates that the Committee will return to open session at an approximate time to be indicated on the agenda.
 - a. If the agenda indicates that the Committee will return to open session, the motion to reconvene into open session shall be carried by majority vote in such a manner that the vote of each member is ascertained and recorded in the minutes (09-37)
- (4) Public Comment:

- (a) [Section 2.01\(4\)\(g\)1., 2., 4., 5.a., d., e., and 6.](#) of this manual shall apply to public comment at committee meetings.
- (b) County Board Supervisors that are non-members of the committee may participate as non-voting members of the committee on any item noticed on the agenda for discussion or action.
- (5) Motions and Voting:
 - (a) Any member of a Committee may make a motion.
 - (b) A motion that does not receive a second will be considered lost.
 - (c) All members of the Committee present shall vote on each motion unless excused for a valid reason.
 - (d) The Chairperson must always vote last in order to break a tie vote or to create a tie vote.
 - (e) A tie vote will cause the motion to be lost.
 - (f) A roll call vote will be taken if a Committee member requests such a vote. Such a vote must be taken on a motion to go into closed session.
- (6) Committee Agendas:
 - (a) Committee agendas are normally prepared by staff personnel in cooperation with the Committee Chairperson and County Administrator.
 - (b) Any member of a Committee shall have the right to have any particular item placed on the agenda for a specific meeting.
 - (c) Agendas are normally prepared and forwarded to the County Clerk's office one week before a meeting.
 - (d) That office will then post copies and forward copies to the news media to comply with Sec.19.84, Wis. Stats.
 - (e) If it becomes necessary to amend an agenda that has previously been distributed, a copy of such revised agenda must be received in the County Clerk's office at least 24 hours before the anticipated start of the meeting.
 - (f) A prescribed Committee attendance form must be completed for each meeting and is to be filed in the County Clerk's Office as soon as possible after each meeting.

REFERENCED ABOVE

2.01 RULES OF THE COUNTY BOARD OF SUPERVISORS

- (4) Meetings
 - (g) Public Attendance and Comment at County Board Meetings:
 1. A period for public comment will be provided at every meeting. The purpose of public comment is to provide non-County Board members that reside in the County an opportunity to comment on matters over which the County Board has authority.
 2. The rules of decorum followed by County Board members apply to non-members in attendance at County Board Meetings. The use of signs is prohibited. Applause or heckling in response to a speaker's remarks and other conduct that disrupts the meeting or is disrespectful of others is prohibited.
 4. Public comment is not permitted on personnel matters, matters that have previously been the

subject of a public hearing or are the subject of quasi-judicial hearings. Candidates for office may not use public comment for campaign purposes but may introduce themselves and state what office they are seeking.

5. Public Commenters:
 - a. Must be present in person.
 - d. May not speak until they have been recognized by the Chairperson.
 - e. Must verbally state their name and address.
 6. The Chairperson may limit comment that is redundant.
- (j) Voting Procedures:
2. Voting:
 - b. County Board Supervisors must be physically present to attend, participate and vote.

Executive Committee

AGENDA INFORMATION SHEET

AGENDA DATE: August 1, 2022
DEPARTMENT: Administrator
DIRECTOR: Jason Dzwinel
PREPARER: Jason Dzwinel

Agenda Summary Filling Vacancy in Elective Office of County Treasurer

BACKGROUND INFORMATION: The County Treasurer has submitted his resignation effective October 28, 2022. The Executive Committee is asked to make a recommendation to the County Board on a process to fill the position. See the attached memo from the Corporation Counsel.

ANALYSIS: There are two options to fill the position. The County Board may appoint or hold a special election.

RECOMMENDED MOTION: Staff respectfully requests that the committee recommend a process for County Board approval to fill the vacancy in the elected Office of County Treasurer.

ATTACHMENTS:

- Corporation Counsel Memo re Treasurer Vacancy (PDF)


OFFICE OF THE CORPORATION COUNSEL
Rhonda K. Gorden
 Corporation Counsel

Rik Kluessendorf
 Assistant Corporation Counsel

To: Jason Dzwinel

From: Rhonda Gorden
Corporation Counsel

Date: July 12, 2022

Re: Filling Vacancy in Elective Office of County Treasurer

You requested an opinion on filling the upcoming vacancy of the office of County Treasurer due to the incumbent filing his resignation.

Chapter 17 of the Wisconsin Statutes provides clear direction on filling a vacancy in the office of County Treasurer as follows:

17.21 Vacancies in elective county offices; how filled; term. Vacancies in elective county offices shall be filled in the manner and for terms as follows:

(3) COUNTY CLERK, TREASURER, AND SURVEYOR. In the office of county clerk, treasurer, or surveyor, by appointment by the county board for the residue of the unexpired term unless a special election is ordered by the county board, in which case the person appointed shall serve until his or her successor is elected and qualified. The county board may, if a vacancy occurs before June 1 in the year preceding expiration of the term of office, order a special election to fill the vacancy. If the county board orders a special election during the period beginning on June 1 and ending on November 30 of any year, the special election shall be held concurrently with the succeeding spring election. If the county board orders a special election during the period beginning on December 1 and ending on May 31 of the succeeding year, the special election shall be held on the Tuesday after the first Monday in November following the date of the order. A person so elected shall serve for the residue of the unexpired term.

(6) APPOINTMENTS, HOW REPORTED. . . . (1) Appointments of the county board under sub. (3) shall be reported by the county clerk to the secretary of state. . .

The above provision provides two options for filling this vacancy, 1) appointing a treasurer to fill the vacancy until the next election or 2) hold a special election depending on the timing of the vacancy. In this case, a special election is an option because the office is being vacated “before June 1 in the year preceding expiration of the term of office.” The incumbent’s term will not expire until January 2025.

A provision in Chapter 59 also addresses vacancies in the office of County Treasurer as follows:

59.25 Treasurer. (2) DEPUTIES; OATH; SALARY; TEMPORARY VACANCY.

(a) The treasurer shall appoint one deputy to aid the treasurer, under the treasurer's direction, in the discharge of the duties of the office of treasurer. . . Such deputy, in the absence of the treasurer from the treasurer's office or in case of a vacancy in said office or any disability of the treasurer to perform the duties of the office of treasurer, unless another is appointed therefor as provided in par. (b), shall perform all of the duties of the office of treasurer until such vacancy is filled or such disability is removed. . .

(b) If any treasurer is incapable of discharging the duties of the office of treasurer, the board may, if it sees fit, appoint a person treasurer who shall serve until such disability is removed. A person so appointed or appointed to fill a vacancy in the office of treasurer, upon giving an official bond with like sureties as are required of such treasurer, shall perform all the duties of such office, and thereupon the powers and duties of any deputy performing the duties of the last treasurer shall cease.

As indicated, the Chapter 59 provision applies only to temporary vacancies. As this vacancy is permanent due to the incumbent treasurer resigning, it is Chapter 17 that applies to filling the vacancy; the Chapter 59 provision applies only to the time between the incumbent vacating the office and the time that the County Board either appoints a treasurer or elects a new treasurer who assumes office under Chapter 17.

Based on the above, the County Board has a decision to make as to how they wish to fill this vacancy, by appointment or special election. I recommend that a discussion/potential action item be placed on the next Executive Committee agenda and then County Board agenda for the Board to provide direction for filling this vacancy. If by appointment, a committee or staff could be directed to advertise the position, interview and vet candidates and present the results to the Executive Committee and Board at a subsequent meeting.

ORDINANCE NO. 22-3

AMENDING SECTION 2.02(1) OF THE OZAUKEE COUNTY CODE OF ORDINANCES - SUPERVISORY DISTRICTS 9 & 10

An Ordinance amending Section 2.02 (1) of the Ozaukee County Code of Ordinances pertaining to Establishment of Supervisory Districts.

The County Board of Supervisors of the County of Ozaukee does ordain that Section 2.02 (1) of the Ozaukee County Code of Ordinances be amended as follows:

2.02 ESTABLISHMENT OF SUPERVISORY DISTRICTS

(1) The Board of Supervisors of Ozaukee County shall consist of 26 supervisors to be elected from supervisory districts which are hereby created, numbered, and described as follows:

DISTRICT NUMBER	DISTRICT DESCRIPTION	WARD POPULATION	DISTRICT POPULATION
9.	Town of Cedarburg - Ward 5	626	3,532
	Town of Cedarburg - Ward 7	639	
	Town of Cedarburg - Ward 8	624	
	Town of Cedarburg - Ward 9	624	
	Town of Grafton - Ward 1	511	
	<u>Village of Grafton - Ward 15</u>	<u>0</u>	
	Village of Saukville - Ward 7	508	
10.	Town of Grafton - Ward 2	826	3,342
	Town of Grafton - Ward 3	803	
	Town of Grafton - Ward 5	886	
	Town of Grafton - Ward 6	827	
	<u>City of Port Washington - Ward 8</u>	<u>0</u>	

This Ordinance shall take effect upon enactment and publication.

Dated at Port Washington, Wisconsin, this 3rd day of August 2022.

SUMMARY: Amending the County Code of Ordinances to reflect the creation of Ward 15 by the Village of Grafton that was done on December 20, 2021 and the creation of Ward 8 by the City of Port Washington that was done May 17, 2022.

VOTE REQUIRED: Majority

EXECUTIVE COMMITTEE

Executive Committee
AGENDA INFORMATION SHEET

AGENDA DATE:	August 1, 2022
DEPARTMENT:	County Clerk
DIRECTOR:	Julie Winkelhorst
PREPARER:	Julie Winkelhorst

Agenda Summary Amending Section 2.02(1) of the Ozaukee County Code of Ordinances - Supervisory Districts 9 & 10

BACKGROUND INFORMATION: On December 20, 2021 the Village of Grafton Village Board adopted an Ordinance annexing territory to the Village of Grafton from the Town of Cedarburg. A new ward (Ward 15) had to be created because ward lines cannot cross Supervisory District lines.

On May 17, 2022, the City of Port Washington Common Council adopted an Ordinance annexing territory to the City of Port Washington from the Town of Grafton. A new ward (Ward 8) had to be created because ward lines cannot cross Supervisory District lines.

FISCAL IMPACT: N/A

RECOMMENDED MOTION: Approve the change to Supervisory Districts 9 & 10 in the County Code of Ordinances.

RESOLUTION NO. 22-10

ARPA FUNDING FOR THE OZAUKEE COUNTY EMS GRANT PROGRAM

WHEREAS, The Ozaukee County Board of Supervisors approved Resolution 21-72 establishing the Ozaukee County Emergency Medical Services Grants Program from American Rescue Plan Act Funds; and

WHEREAS, The County Administrator recommends the following amounts be recommended for the first twelve months of the Emergency Medical Services Grants Program based on the estimates of the amount of funding that each municipality can sustain upon the completion of the three-year grant term.

NOW, THEREFORE, BE IT RESOLVED, by the Ozaukee County Board of Supervisors that the following amounts to support the Ozaukee County Emergency Medical Services Grants Program be approved and adopted for completion from American Rescue Plan Act funds in the line-item accounts detailed below:

219-2-01-58023-000 EMS Grant Village Fredonia (Belgium): \$225,000
 219-2-01-58024-000 EMS Grant Village Grafton (Saukville): \$300,000
 219-2-01-58030-000 EMS Grant City Cedarburg: \$200,000
 219-2-01-58038-000 EMS Grant City Mequon (Thiensville): \$300,000
 219-2-01-58039-000 EMS Grant City Port Washington: \$200,000

Dated at Port Washington, Wisconsin, this 3rd day of August 2022.

SUMMARY: Ozaukee County Emergency Medical Services Grants Program Budgets

VOTE REQUIRED: Two-thirds of Members Elect

EXECUTIVE COMMITTEE

Executive Committee
AGENDA INFORMATION SHEET

AGENDA DATE:	August 1, 2022
DEPARTMENT:	Administrator
DIRECTOR:	Jason Dzwinel
PREPARER:	Jason Dzwinel

Agenda Summary ARPA Funding for the Ozaukee County EMS Grant Program

BACKGROUND INFORMATION: This resolution establishes budgets for the Ozaukee County EMS Grant Program.

ANALYSIS: In April of 2022 the County Board established the Emergency Medical Services Grant Program from American Rescue Act Plan Funds (ARPA). This grant program set aside \$5 million of the county's ARPA to support the hiring of up to 18 Fire Paramedic positions countywide.

Applications were due to the County Administrator's Office on June 30 of 2022 and the Public Safety Committee is tasked in the resolution with making recommendations on funding based on the County Administrator Office's review. Every municipality operating a municipal fire department was eligible for up to \$200,000 to support the hiring of Fire Paramedic positions. In addition, to that allocation municipalities with joint applications with one or more other municipality operating a municipal fire department were eligible for an additional \$100,000 to support the recruitment and retention of Fire Paramedic personnel. The application also made available an additional hundred thousand dollars to support capital improvements or other expenditures if three or more municipalities made an application.

The County Administrator's Office received three joint applications between municipalities, The Southern Ozaukee Fire Department in the City of Mequon and Village of Thiensville, the Village of Grafton and Village of Saukville and the Village of Belgium and the Village of Fredonia. The City of Cedarburg and the City of Port Washington submitted two standalone applications for their Fire Departments. Both the City of Cedarburg and the City of Port Washington are actively engaged in discussions with adjacent municipalities to consider consolidation. The City of Port Washington has entered into a MOU to study consolidation with the Village of Grafton and Village of Saukville.

The Ozaukee County EMS Grant Program will require subgrantee agreements with the municipalities to make the funds available and meet the county's federal audit requirements. The county will require each joint applicant to identify the fiscal agent who will be responsible to receive the funds for both joint applicants, disburse the funding and report to the county for both applicants on a quarterly basis. The Ozaukee County EMS Grant Program will require the submission of payroll expenses for municipal and county funded EMS positions and municipalities will be reimbursed for the grant funded additional positions. These payroll

records will be subject to audit by the County Finance Department. Obviously, the policy goal of the EMS Grant program has been to increase the number of EMS personnel throughout the county and the quarterly reporting requirement is to ensure that the EMS Grant funds do not supplant any municipal funds already budgeted.

FISCAL IMPACT: \$5,000,000 of ARPA Funds

RECOMMENDED MOTION: Staff respectfully requests that the Executive Committee approve the resolution establishing budgets for the Ozaukee County EMS Grant Program.

ATTACHMENTS:

- Ozaukee County Emergency Medical Services Grants Program_Public Safety Support Documents (PDF)
- Municipal Applications Under the Ozaukee County Emergency Medical Services Grants Program (PDF)

Public Safety Committee

AGENDA INFORMATION SHEET

AGENDA DATE: July 19, 2022
DEPARTMENT: Administrator
DIRECTOR: Jason Dzwinel
PREPARER: Jason Dzwinel

Agenda Summary Review Municipal Applications to Ozaukee County EMS Grants Program and Approve Funding Allocations

BACKGROUND INFORMATION:

Emergency Medical Services Grant Program

In April of 2022 the County Board established the Emergency Medical Services Grant Program from American Rescue Act Plan Funds (ARPA). This grant program set aside \$5 million of the county's ARPA to support the hiring of up to 18 Fire Paramedic positions countywide.

Applications were due to the County Administrator's Office on June 30 of 2022 and the Public Safety Committee is tasked in the resolution with making recommendations on funding based on the County Administrator Office's review. Every municipality operating a municipal fire department was eligible for up to \$200,000 to support the hiring of Fire Paramedic positions. In addition, to that allocation municipalities with joint applications with one or more other municipality operating a municipal fire department were eligible for an additional \$100,000 to support the recruitment and retention of Fire Paramedic personnel. The application also made available an additional hundred thousand dollars to support capital improvements or other expenditures if three or more municipalities made an application.

The County Administrator's Office received three joint applications between municipalities, The Southern Ozaukee Fire Department in the City of Mequon and Village of Thiensville, the Village of Grafton and Village of Saukville and the Village of Belgium and the Village of Fredonia. The City of Cedarburg and the City of Port Washington submitted two standalone applications for their Fire Departments. Both the City of Cedarburg and the City of Port Washington are actively engaged in discussions with adjacent municipalities to consider consolidation. The City of Port Washington has entered into a MOU to study consolidation with the Village of Grafton and Village of Saukville.

Public Policy Goals

There are two primary public policy goals established in the grant program. One, is to improve response time in the EMS system countywide. The second is to ensure that the positions recruited and retained under the grant program are sustainable beyond the three-year grant term when county ARPA funds are no longer available. The funding recommendations of the County Administrators office below to the Public Safety Committee are based on those to public policy goals.

Summary

In total the grant request amount is \$5.9 million over the three-year grant. Each application indicates an improvement in EMS response time as required by the program into the seven minute range by the end of the three-year grant term. Some of the municipal applications indicate that the program will be self-sustaining at the municipal level beyond the three-year grant term. Some of the applications, as prepared, would require ongoing county support beyond the three-year grant term. Acceptance of the EMS grant from the county does require that each applicant or joint applicant submit a formal sustainability plan by May 1 of 2023.

From a policy and financial perspective sustainability of the EMS positions hired by this grant program lies at the crux of the staff recommendation to the Public Safety Committee. The required county funding estimated to sustain the requested EMS positions in all the municipal grants totals nearly \$1 million in the fourth year of the program per the grant applications.

Initial Funding Recommendations

For this reason, the recommendation of the County Administrator's Office is that the Committee fund only the EMS positions that will be sustainable beyond the life of the grant program for the first 12 months and until the submission of formal sustainability plans by May 1 of 2023.

This is not to say that the county may not support these EMS positions with county revenue at some point in the future, but it is strongly recommended that the decision to support these positions with County funds be made after the formal sustainability plans are submitted by the grant applicants.

Under the state of Wisconsin tax levy limits the county does not have the ability to increase the property tax levy by \$1 million in any given year. The levy limits do provide additional flexibility for a countywide EMS system, but the viability of a countywide solution faces significant political challenges at the municipal level of government. The county would have the ability to sustain the EMS funding through various legislative means to raise additional county revenues. A countywide referendum may be presented to the voters to seek authority from the to exceed levy limits to support the EMS system. In addition, there are other revenue generating opportunities such as a county wide wheel tax. Because of the significant nature of these types of decisions and the required public input and debate it is highly recommended that a final estimate of the county contribution to support the EMS system be determined before any commitment to fund in the long-term is made. If formal sustainability plans are completed in 2023 by the municipalities there will be ample time for these legislative efforts.

ANALYSIS:

The County Administrator recommends the following amounts be recommended for the first 12 months of the EMS Grants Program based on the estimates of the amount of funding that each municipality can sustain upon the completion of the three-year grant term. Furthermore, it is recommended that the portion of the EMS services that will require ongoing county support should be revisited when the final sustainability plan are submitted and the County Board can debate and decide the means to fund EMS operations in the long-term with county revenue;

- Port Washington: \$200,000
 - Sustainability plan from City of Port Washington assumes that the EMS services will be reduced by one FTE upon retirement which will impact response times in the long term. The City of Port Washington is studying consolidation with the Village of Grafton and the Village of Saukville which may lead to additional efficiencies.
- Villages of Fredonia and Belgium: \$225,000
 - Sustainability plan assumes full municipal funding
- City of Cedarburg: \$200,000
 - Sustainability plan is to set a referendum to exceed levy limits for EMS services in the city. City is currently in discussions with adjacent municipalities to study consolidation.
- Villages of Grafton and Saukville: \$300,000
 - Sustainability plan is to fund 3 Fire Paramedics in the joint department and seek county funding for 3 Fire Paramedics
- City of Mequon and Village of Thiensville: \$240,000
 - Sustainability plan is to hire 3 Fire Paramedics and request \$360,000 of county funding.

Ozaukee County - EMS Program Grants

Primary Municipal	Consolidated Municipal	Primary Grant	Consolidated Grant	Service Consolidation Available	Capital Consolidation Available	Total Available Per Year	Total Requested
Port Washington	None	\$200,000	\$0	\$0	\$0	\$200,000	\$540,000
Fredonia	Belgium	\$200,000	\$200,000	\$200,000	\$0	\$600,000	\$878,000
Cedarburg	None	\$200,000	\$0	\$0	\$0	\$200,000	\$600,000
Grafton	Saukville	\$200,000	\$200,000	\$200,000	\$0	\$600,000	\$2,000,000
Mequon	Thiensville	\$200,000	\$200,000	\$200,000	\$0	\$600,000	\$1,800,000
							\$5,818,000
Primary	Consolidated	FTE Hires	Current	Estimated	Municipal	County	Administrator

Municipal Department	Municipal Department	Fire Paramedic	Response Time	Response Time	Sustainability Estimate	Sustainability Estimate	12 Month Recommended
Port Washington	None	2.00	8m - 12m	2 min less	\$110,000	\$90,000	\$200,000
Fredonia	Belgium	3.00	8.4m -12.1m	<5m	\$334,000	\$0	\$225,000
Cedarburg	None	3.00	8m 24s	<7m	\$200,000	\$0	\$200,000
Grafton	Saukville	6.00	7m 0s	6m 0s	\$300,000	\$300,000	\$300,000
Mequon	Thiensville	3.00	10m 14s	1 min per year	\$240,000	\$360,000	\$240,000
					\$1,184,000	\$750,000	\$1,184,000

Next Steps

With a Public Safety grant funding recommendation staff will bring a Budget Amendment to the Finance Committee for approval at their July meeting and to the County Board in August. The County Board vote will require a two-thirds vote of the members elect.

County Staff will submit subgrantee agreements to the municipalities to make the funds available and meet the federal audit requirements. The County EMS Grants program will require the submission of quarterly payroll expenses for municipal and county funded EMS positions and municipalities will be reimbursed for the grant funded additional positions. These payroll records will be subject to audit by the County Finance Department.

RECOMMENDED MOTION: The County Administrator respectfully requests that the Public Safety Committee approve the following amounts for funding for the first twelve months of the EMS Grant Program: Port Washington \$200,000, Fredonia (Belgium) \$225,000, Cedarburg \$200,000, Grafton (Saukville): \$300,000, Mequon (Thiensville): \$240,000.

ATTACHMENTS:

- Port Washington EMS Grant Application (PDF)
- Fredonia Belgium EMS Grant Application (PDF)
- City of Cedarburg EMS Grant Application (PDF)
- Grafton Saukville EMS Grant Application (PDF)
- Mequon Thiensville EMS Grant Application (PDF)

RESULT: APPROVED [UNANIMOUS]
MOVER: J. Haas, Vice-Chairperson
SECONDER: J. Krane, Supervisor District 24
AYES: Nelson, Haas, Foy, Maguire, Krane

Executive Committee
AGENDA INFORMATION SHEET

AGENDA DATE: April 4, 2022
DEPARTMENT: Administrator
DIRECTOR: Jason Dzwinel
PREPARER: Jason Dzwinel

Agenda Summary Municipal Applications Under the Ozaukee County Emergency Medical Services Grants Program

City of Port Washington:

https://www.co.ozaukee.wi.us/AgendaCenter/ViewFile/Agenda/_07192022-3112#page=35

Village of Fredonia (Belgium):

https://www.co.ozaukee.wi.us/AgendaCenter/ViewFile/Agenda/_07192022-3112#page=43

City of Cedarburg:

https://www.co.ozaukee.wi.us/AgendaCenter/ViewFile/Agenda/_07192022-3112#page=50

Village of Grafton (Saukville):

https://www.co.ozaukee.wi.us/AgendaCenter/ViewFile/Agenda/_07192022-3112#page=56

City of Mequon (Thiensville):

https://www.co.ozaukee.wi.us/AgendaCenter/ViewFile/Agenda/_07192022-3112#page=75

Executive Committee

AGENDA INFORMATION SHEET

AGENDA DATE: August 1, 2022
DEPARTMENT: Administrator
DIRECTOR: Jason Dzwinel
PREPARER: Jason Dzwinel

Agenda Summary ARPA Roundtable Projects - Review of Process and Projects

BACKGROUND INFORMATION: Currently the Ozaukee County Board has allocated approximately \$8,000,000 of the county's \$17,000,000 ARPA allocation to the EMS Grant Program and capital projects that will be completed at the county level. In addition to these allocations three projects will be recommended at the committee level for consideration for funding outside of the ARPA Roundtable process.

1. **Completion of the Storage Facility at the Justice Center:** The county initially set aside \$1,500,000 for the project from \$1,000,000 of debt proceeds and \$500,000 of Sheriff's Jail Revenues. Bids were let in early 2021 and were more than \$500,000 over the project budget. The building was rescaled and redesigned and the bids were let in late 2021/early 2022. The scaled down facility bids were received at approximately \$2,200,000. The project was rebid in 2022 including the initial design and a bid option for the rescaled design. The bids received in July of 2022 for the full design were \$2,500,000 and \$2,200,000 for the scaled down design. The Public Safety Committee has requested that \$1,000,000 of ARPA funds be set aside for the completion of the original design. The bid prices are good until September.
2. **Administration Center Security:** This is the project to upgrade the security at the Administration Center, including staffing with full-time Sheriff's Deputies. Project estimate is in the \$500,000 range and the bids will be reviewed by the Public Works Committee in August/September.
3. **HR Software Upgrade:** this is a project to upgrade the employee onboarding software in the HR and Finance Department. Currently, this is a manual process that is time consuming and impacted by data entry errors. A team of HR and Finance employees have reviewed many software options from current vendor offerings to the implementation of a full (Enterprise Resource Planning) solution. The recommendation of staff is to implement the onboarding solution with Greenshades software, the county's current timekeeping vendor. The solution will integrate the onboarding, timekeeping and payroll solutions for the county. The vendor has offered reduced pricing for the next 30 days.

ANALYSIS: If these projects are approved the remaining ARPA funds will total approximately \$6,400,000. The estimate of 'known' projects from the county departmental roundtable is \$19,000,000. The estimated requests of the not-for-profit are likely equivalent.

POLICY CONSIDERATIONS:

1. Developing Estimates for County Projects - the scoring and evaluation exercise at the County Departmental Roundtable provide policy insight into the preferred county projects. It is recommended that the Committee direct the County Administrator to finalize estimates for projects receiving more than 6 votes. The average score was 5.4.
2. Not-For-Profit Allocation - The results of the Not-For-Profit Roundtable were a mix of capital and operational requests. In discussions with the Not-For-Profit Directors, county ARPA funding for limited term operational initiatives would not result in future requests for ongoing funding. For this reason, the County Administrator is recommending that the Executive Committee consider allocating \$1,000,000 of ARPA funds for a Not-For-Profit Grant Fund. The Not-For-Profit Grant Fund would allow county operated agencies to apply for both operational and capital improvements for their organizations. The applications would be reviewed internally by the County Administrator’s Office and final allocations would be made by the Executive Committee similar to the annual Project Fund allocations.
3. Transportation Needs - Numerous transportation needs were identified by both of the roundtable exercises. The County Administrator recommends that these projects be removed from the larger ARPA discussion and considered by the Public Works Committee in the context of the termination of the Express Bus Service. The county may reallocate both federal and county resources to redevelop workforce transportation with the intent of meeting the needs of business and not-for-profit partners.
4. Municipal Roundtables - When the roundtables were initially conceived the intent was to hold a similar meeting with our local government partners. Since the preliminary discussions of ARPA funding, the county has allocated \$5,000,000 for the EMS Grant Program. The County Administrator recommends that if it is the desire to hold roundtables with local government, they be subject focused to items where projects would have countywide impact including, Workforce Housing or Broadband Expansion.

The County Administrator is requesting that the Executive Committee provide policy direction on one or all of the policy considerations above.

Below is a list of projects that we identified in the two ARPA Roundtables in May and June with county departments and our not-for-profit partners:

Project:	Mental Health Housing In The Jail	Public Safety	14	5,000,000
Description:	This project aims to develop smaller units within the Ozaukee County Jail to deal with inmates with mental health or personality disorders. These smaller units will			

	allow for better management of these prisoners and reduce the stress that they experience as part of a larger inmate population.
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Project:	Communication Tower and Grafton Public Works Radios	Finance	10	750,000
Description:	This is a project to complete the radio tower proposed at the highway owned Pinnacle Site in the Town of Fredonia. The purpose of this project is to construct a jointly built tower with Washington County. This tower will enhance radio coverage in the immediate area as well as leverage the tower currently situated in Harrington Beach State Park to improve coverage along the shores of Lake Michigan. In addition to the tower project, it is proposed to purchase radios that will allow the Grafton public works department to join the countywide radio system. The Grafton PDW is currently the only organization in the county that is not utilizing the county radio system. It is proposed that the county will purchase the radio equipment for the Grafton PDW and the equipment that Grafton will relinquish its two frequencies on to join the countywide radio system. The Grafton PDW is currently the only organization in the county that is not utilizing the county radio system. The acquisition of these bands by the county is important for the ongoing capacity of the system.			

Project:	Clay Bluffs Cedar Gorge Acquisition	Natural Resources	9	1,000,000
Description:	Clay Bluffs Cedar Gorge acquisition - this funding will be addressed by the Natural Resources Committee and County Board in September.			

Project:	Renovation Items at Lasata Campus	Human Services	9	750,000
Description:	The recent grants received to renovate the Lasata Heights apartments were well above the initial cost estimates used in the CBDG loan grant application. Initially, the CDBG loans were intended to complete additional projects on the campus. First and foremost is the improvements to the Lasata crossings kitchen. When the Lasata crossings kitchen was designed during construction it was not designed to be a full-service kitchen. Due to the difficulties in serving a dual menu through the nursing home kitchen, staff have used the kitchen at Lasata Crossings to prepare meals. This project would convert the current kitchen into a full-service kitchen. In addition to the kitchen project, there is a list of other items including painting the Lasata Heights apartments common areas and upgrading the lighting in the parking areas to LED lights.			

Project:	Interurban Trail Repave	Natural Resources	8	1,000,000
Description:	Interurban trail repaving. This item is currently awarded under a state of Wisconsin Department of Transportation grant. <i>It is recommended that the final grant award be received until an allocation is known.</i>			

Project:	Aid For Farmers	Natural Resources	8	100,000
Description:	This is a project to expand the support that the county provides to the clean farm family's network. The expenditure of the funds and in which areas would be determined by the Natural Resources Committee.			

Project:	CBRF and Community Space at Lasata Campus	Human Services	8	6,000,000
Description:	This is a project to develop a community-based residential facility on the Lasata care campus.			

Project:	Exterior Fairgrounds Upgrades	Public Works	8	250,000
Description:	This is a project to upgrade the exterior lighting security and door access system at the county fairgrounds.			

Project:	Salt Brine Building	Public Works	7	400,000
Description:	This is a project to construct a new building to hold the salt brine equipment at the Port Washington Highway Department Shop. The building will be heated. Currently, the salt Brine equipment is stored in the only heated storage shed on the Port Washington Highway grounds. This requires the transport of brine from the brine maker to the tanks where it is stored. This storage facility would greatly impact the efficiency of salt brine operations.			

Project:	Door Control System For Justice Center	Public Safety	7	
Description:	This is a project to upgrade the door control system in the Justice Center building. The system itself is more than a decade old and is nearing the end of			

	life and support.
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Project:	Justice Center Exterior Upgrades	Public Works	6	250,000
Description:	This is a project to finish an ongoing tuckpointing project on the Justice Center building to deal with current failures in the masonry that allows water to penetrate the building. The project will also replace the entrance doors and exterior windows and sills.			

Project:	Waubedonia Shower Facility and Parks Staff and Storage Facility	Natural Resources	5	350,000
Description:	This project with set-aside funds for the completion of the Hawthorne Hills Park storage building including the build out of some of the interior areas that were eliminated in the building process. It would also develop a restroom and shower area at the Waubedonia camping sites.			

Project:	Solar Pv Systems	Public Works	5	750,000
Description:	This would be the implementation of solar panels on the county's three primary buildings in Port Washington. It is the loan proposed project with a defined return on investment within 10 to 14 years. The project itself would also reduce the energy costs and these facilities.			

Project:	Sheriffs Office Training Room Upgrades And Lobby Conference Room Upgrades	Public Safety	5	
Description:	This is a project to upgrade the presentation equipment within the Sheriff's training room and the conference room at the Justice Center.			

Project:	Uninterrupted Power For	Public Safety	5	100,000
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	COC Office, DA, Child Support, Corp Council			
Description:	Complete			

Project:	Admin Security	Public Works	4	400,000
Description:	Administration Center Security this project will be considered standalone.			

Project:	Crossing Interurban Trail Safety	Public Works	4	200,000
Description:	Interurban trail crossing safety. This is a proposal to improve the Interurban Trail crossings at major roadways along the 29 miles of the trail. This project would implement safety equipment similar to that installed at the intersection of the interurban trail and County trunk Highway C.			

Project:	Economic Plan for Budgets In Event of Recession	Finance	4	30,000
Description:	This is a proposal to complete long-term fiscal stress testing in the event of an economic recession.			

Project:	New Website	Executive	3	50,000
Description:	This is a proposal to contract for marketing and graphic design services.			

Project:	Succession Planning	Finance	3	30,000
Description:	This is a proposal to contract with an outside vendor to audit the county's current HR processes, develop a succession plan for the county management team, and perform leadership training amongst the county workforce.			

Project:	Digital Evidence Sharing	Public Safety	3	TBD
Description:	Complete			

Project:	Mee Kwon and Virmond Park Stormwater Wetland	Natural Resources	2	100,000
Description:	This is a project to complete two stormwater and wetland projects at Mee Kwon and Virmond Parks			

Project:	Fitness Center at Admin/Update Breakrooms	Finance	2	TBD
Description:	This is a proposal to develop a Fitness Center at the Administration Center as well as upgrade the break room areas in the facilities.			

Project:	Highway Waubeka Building	Public Works	1	TBD
Description:	This is a proposal to upgrade the current highway facilities at the Waubeka Shop.			

Project:	Contract For HIPPA Training	Finance	1	TBD
Description:	This is a proposal to contract for training for Lasata and human services personnel to ensure HIPPA compliance.			

Project:	Non-Profit Allocation	Human Services	9	TBD
Description:	Not for profit allocation - <i>this item will be addressed under the not-for-profit request section.</i>			

Project:	Staff Transport	Human Services	8	TBD
Description:	This is a project to develop a point-to-point mini bus system to support job transportation and specifically the employee workforce at the Lasata care campus. <i>It is recommended that this be part of the consideration for continuing job-based transit if the decision to is made to terminate the express bus service that travels on Interstate 43.</i>			

Project:	Gravel Pit For Asphalt Plant	Public Works	8	TBD
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Description:	This is an effort to acquire more gravel stores to operate the county hotmix plant.			
Project:	Revolving Loan Fund	Finance	7	TBD
Description:	This is an effort to use county funds and re-create the revolving loan fund programs that the county operated for economic development purposes until the state of Wisconsin closed the program. <i>It is recommended that the county board consider an alternative funding source as opposed to ARPA to develop this program. The timelines of the ARPA expenses would limit the program through 2026 if ARPA funds were utilized to create the loan program.</i>			
Project:	Staff Childcare	Human Services	6	TBD
Description:	This is a project to develop a staff childcare area on the Lasata campus. <i>Due to the very operational nature of this program, the operational cost should be reviewed for viability. ARPA funds could be used to improve current building areas or purchase equipment.</i>			
Project:	Countywide Housing Study On Availability Of Affordable Housing	Natural Resources	5	TBD
Description:	This is a proposed study of workforce housing within Ozaukee County. <i>This is a potential subject that could be discussed at a round table with municipal officials.</i>			
Project:	County Wide Water Infrastructure	Finance	5	TBD
Description:	This is a proposal to study the viability of expanding the use of Lake Michigan water into Grafton and Cedarburg.			
Project:	Clay Bluffs Visitor Information Center	Natural Resources	4	TBD
Description:	This is a proposal to create a visitor Center at the Clay Bluffs Cedar Gorge property.			

Project:	Housing Program	Human Services	3	TBD
Description:	This is a proposal to develop housing for staff to work at the Lasata Campus			

Project:	Mental Health Services	Finance	3	TBD
Description:	This is a proposal to enhance mental health services in the county.			

Project:	Cedar Creek Bridge Study	Public Works	2	TBD
Description:	This is a proposal to study the feasibility of a bridge over Cedar Creek creating an additional east-west connection between Highway 60 and Highway 33.			

Project:	Lead Pipe Strategic Infrastructure	Natural Resources	1	TBD
Description:	This is a proposal to study the use of ARPA funds to eliminate lead pipes within Ozaukee County municipalities.			

Project:	Compact Wheel Loader	Public Works	1	
Description:	Complete			

NOT-FOR-PROFIT PROJECTS

Project:	Community Connectivity and Operating Costs		3	
Description:	This project would be for grants and operation for 2 years to not-for-profit organizations.			

Project:	Transportation for individuals with disabilities		3	
Description:	Enhancement of transportation for not-for-profit clients. <i>See Transportation recommendation.</i>			

Project:	Expanded behavior health services		3	
Description:	This would be especially for youth and seniors who are uninsured or underinsured and have a lack of access to behavioral health services.			

Project:	Staff certs for mental health and support for disabilities		1	
Description:	Provide money for not-for-profit staff to attain certifications that allow them to grow professionally.			

Project:	Upgrade public transportation		0	
Description:	<i>See Transportation recommendation.</i>			

Project:	Mobile and accessible dental clinics/care		8	
Description:	Development of mobile clinics for Ozaukee County citizens on Medicare and Medicaid.			

Project:	Socialization of individuals w/ serious mental illness		2	
Description:	A project that would fund events such as bowling, or going to the movies to make these individuals more involved in the community.			

Project:	New building for Saukville Food Pantry		10	
Description:	A project that would fund the purchase and renovation of the old Tri-par building in Saukville and make that the new food pantry building in Saukville. This upgrades their space to be able to store more food.			

Project:	Safety for families and children		2	
Description:	This project would provide security issues, training courses and direct support for professionals in the non-profits to help increase security for families.			

Project:	High level-target volunteer recruitment for mentors		1	
Description:	This project would include marketing, video production, and website enhancement for all non-profits seeking volunteers, including a contract with a marketing firm.			

Project:	Justice Center or some sort of alternate court		1	
Description:	Development of officers to support victims and clients in the Justice Center.			

Project:	Increase aquatics access for all		2	
Description:	This project allocates money for a new pool for the YMCA.			

Project:	Build a fieldhouse		2	
Description:	This project allocates money for a new fieldhouse for the YMCA.			

Project:	Maintain programs that need a boost after Covid		1	
Description:	This would fund a program that would help non-profits with funds that can get them past the hit they took during the pandemic.			

Project:	Housing and prevention for homeless		2	
Description:	This project would provide money to help with homelessness and prevention in			

	Ozaukee County.			
Project:	Community service navigation position		5	
Description:	This project would fund a position that would help with education for professionals about services that Ozaukee County Non-Profits offer.			
Project:	Expanded transportation services		8	
Description:	<i>See Transportation recommendation.</i>			
Project:	Purchase of IT/computers		1	
Description:	This project would purchase IT/computers for non-profits in need of an upgrade.			
Project:	Better IT system for transportation		2	
Description:	This project would fund an upgrade to the IT system for our transportation program.			
Project:	Mel's Northern Gateway		5	
Description:	This project would be for housing, employment, and recreation at the Northern Gateway.			
Project:	Business Sector		9	
Description:	This project would be an endowment for perpetual rent reduction support for residential cost for the IDD population and provide inclusion support.			
Project:	Transporation		3	
Description:	This would be for purchasing wheelchair accessible vans. <i>See Transportation recommendation.</i>			

Project:	Affordable rental housing		2	
Description:	This project would provide funding to renovate the apartments above Family Promise.			

Project:	Provide safety for at risk populations		8	
Description:	This would provide funding for the emergency shelter completion and furnishing.			

Project:	Ozaukee Nonprofit Center Solar Panels		5	
Description:	This project provides funding for solar panels to put on the Ozaukee County Nonprofit Center.			

Project:	Enhanced Transportation Flex Shuttle Service		10	
Description:	<i>See Transportation recommendation.</i>			

Project:	Transportation for individuals with disabilities		2	
Description:	This project would be \$50,000 for auto repairs to offset costs for individuals to retain employment at a non-profit.			

Project:	Sirona FTE 3 year \$200k		6	
Description:	This project funds 3 positions that help connect people with mental health and substance abuse services like the COPE line.			

Project:	Transportation \$100k		6	
Description:	<i>See Transportation recommendation.</i>			

Project:	Mental Health/ SUD \$250k		11	
Description:	This is a project funding startup, office setup, and training.			

Project:	Incumbent worker program		10	
Description:	This project is for worker training with a focus on retainment. It would also partner with local companies.			

Project:	Adult Literacy Center		6	
Description:	This would fund a satellite office in the Northern part of the state where seasonal workers move. It would include 2 years of operations, rent, start-up. Long-term funding from churches. A 2-year promotion program to reach seasonal workers is included as well.			

Project:	Volunteer services website		1	
Description:	This would be a website that helps with volunteer opportunities and serve as a way for non-profits to advertise openings or volunteer opportunities.			
Project:	Community service navigation position		10	
Description:				

Project:	women's sober living home		8	
Description:	This project would fund a women's sober living home in Ozaukee County.			

RESOLUTION NO. 22-11

JUSTICE CENTER TRAINING AND STORAGE FACILITY AMERICAN RECOVERY
PLAN ACT ALLOCATION

RESOLVED, by the Ozaukee County Board of Supervisors that \$1,000,000 of Ozaukee County's American Recovery Plan Act funding be allocated for the Justice Center Training and Storage Facility in the line-item account detailed below:

405-2-08-62105-000 Justice Center Training and Storage Facility: \$1,000,000

Dated at Port Washington, Wisconsin, this 3rd day of August 2022

SUMMARY: Justice Center Training and Storage Facility ARPA Allocation.

VOTE REQUIRED: Two-Thirds of Members Elect

EXECUTIVE COMMITTEE

Executive Committee
AGENDA INFORMATION SHEET

AGENDA DATE:	August 1, 2022
DEPARTMENT:	Administrator
DIRECTOR:	Jason Dzwinel
PREPARER:	Jason Dzwinel

Agenda Summary Justice Center Training and Storage Facility American Recovery Plan Act Allocation

BACKGROUND INFORMATION: In 2021 the county borrowed \$1,000,000 (plus a \$100,000 contingency) to construct a training and storage facility for operations of the Sheriff's Department. The total project was estimated to cost approximately \$1,500,000 using the debt issuance and a portion of the Sheriff's reserves of previous years excess Jail revenues in 2018/2019. The project is a building addition of 10,000 Sq. Ft. heated building addition east of the existing facility. The addition will be constructed using precast concrete and or masonry walls, steel bar joist roof framing, and an EPDM roof system. Currently, the Sheriff's Department stores equipment and evidence offsite at the Highway Department and in paid storage facilities in Port Washington.

The project was bid in October of 2021 and initial bids received were approximately \$500,000 over the available budget. The project was rescaled and rebid eliminating the heated portion of the building and considerations for future storage needs in spring of 2022. Bids were also over the initial budget. Upon the receipt of the 2022 bids the project was rebid based on the initial needs and design, with a bid alternate for the scaled down facility.

The bids ranged from \$2,458,000 to \$2,787,100. The current bids include a \$55,000 contingency.

ANALYSIS: Each of the bidders are considered responsive by Kueny Architects. The pricing is valid for sixty days. Kueny Architects recommends that the Public Safety Committee accept the bid of Camosy Construction of \$2,458,000. The project may be rebid but there is significant risk that the bids may increase.

The County Administrator recommends that the bid be accepted and the Public Safety Committee recommend that \$1,000,000 of the county's ARPA allocation be used to fund the project. If the bid is accepted a Budget Amendment will be presented to the Executive Committee for consideration.

RECOMMENDED MOTION: The Public Safety Committee accepted the bid of Camosy Construction of \$2,458,000 contingent on the Executive Committee recommendation of a Budget Amendment from ARPA funds of \$1,000,000 to complete the project.

RESOLUTION NO. 22-12

EMPLOYEE ONBOARDING AND BENEFITS ADMINISTRATION SOFTWARE
SUBSCRIPTION PURCHASE WITH ARPA FUNDING

WHEREAS, the Ozaukee County 2020-2024 Strategic Plan identifies streamlining County processes as a priority; and

WHEREAS, the Human Resources department has identified Greenshades employee onboarding and benefits administration software as essential to eliminate manual processes; and

WHEREAS, Ozaukee County has been allocated ARPA funds that may be used to fund the purchase of annual subscriptions for these software modules; and

WHEREAS, staff has negotiated a \$10,000 discount if the purchase is approved by August 3, 2022.

NOW, THEREFORE, BE IT RESOLVED, by the Ozaukee County Board of Supervisors that the following project be approved and adopted for completion using ARPA funds in the line item accounts detailed below;

219-1-01-60000-019 Employee Onboarding and Benefits Administration Software, Implementation and 2-Year Subscription: \$43,065

Dated at Port Washington, Wisconsin, this 3rd day of August 2022.

SUMMARY: Use of American Rescue Plan Act Funds to purchase Employee Onboarding and Benefits Administration Software Implementation and 2-Year Subscription.

VOTE REQUIRED: Two-Thirds of Members Elect

FINANCE COMMITTEE

07/28/22

Finance Committee APPROVE AND FORWARD

RESULT:	APPROVE AND FORWARD [UNANIMOUS]	Next: 8/1/2022 3:00 PM
MOVER:	T. Winker, Supervisor District 1	
SECONDER:	D. Larson, Vice-Chairperson	
AYES:	Melotik, Larson, Winker, Stelter, Hagen	

Finance Committee

AGENDA INFORMATION SHEET

AGENDA DATE:	August 1, 2022
DEPARTMENT:	Human Resources
DIRECTOR:	Chris McDonell
PREPARER:	Chris McDonell

Agenda Summary Employee Onboarding and Benefits Administration Software Subscription Purchase with ARPA Funding

AGENDA SUMMARY: Approval of Contract with Greenshades for Employee Onboarding and Benefits Administration Modules

BACKGROUND INFORMATION: Human Resources use a variety of software products and inefficient manual processes to manage portions of the employee life cycle, including the following: 1) applicant tracking, 2) employee onboarding, and 3) benefits administration.

Applicant tracking: The county currently uses a software product called Paycor to complete job posting and applicant tracking. While Paycor does the job of applicant tracking well, it does not communicate with any of our other software systems so data that is entered into Paycor will need to be manually entered in other systems.

Employee Onboarding: Once an Ozaukee County manager decides on a candidate to hire they complete an Excel new hire form and send it to HR and Payroll. HR then drafts an offer letter as a Word Document and emails it to candidate with onboarding paperwork (tax forms, background check authorization form, I-9, and direct deposit). Candidates must print this paperwork and mail or scan/fax back to HR. It is not uncommon for HR to need to track down onboarding paperwork from candidates. Tax form information is manually entered in our Great Plains financial software. Hard copy personnel file folders must be created to store onboarding paperwork. This employee onboarding process labor intensive.

Benefits Administration: Once a new hire has begun work, they meet with HR for a benefits orientation. The new hire completes hard copy benefit election forms. HR then manually enters insurance premium deduction information into Great Plains and into each benefit carrier's web portal. Any employee address changes must be manually changed in Great Plains as well as in each benefit carrier's portal. When an employee terminates all of this information must be updated in all systems. This process is very labor intensive.

If we implement the onboarding and benefit modules it will save a significant amount of staff time. New hire candidates will be able to complete their onboarding paperwork electronically, which will then automatically create the employee profile in our financial system. Employees will be able to enroll in benefits electronically and Greenshades will be able to directly feed this

information as well as benefit terminations to our benefit carriers, which will save a significant amount of manual data entry.

Implementation of these Greenshades modules will save a significant amount of time for our HR Business Partner, Benefits Manager, and Payroll Manager. This project aligns to County Strategic Goal VI. Streamline County Processes and Build a Performance Excellence Culture. It will also support our efforts towards Strategic Goal V. Develop our Culture and Employees since our staff will have more time to focus on these initiatives instead of manual processes.

FISCAL IMPACT: The County currently uses Greenshades for timesheets, time off requests, direct deposit, and pay records at \$14,000 per year. The cost to implement Greenshades' onboarding and benefits administration will be \$28,710 in year one, which includes the cost of implementation, and \$14,355 in subsequent years, which will bring our total annual cost of Greenshades to \$28,355. Our original price quote for this project was \$38,710 for year one, but staff negotiated a \$10,000 discount if we are able to move forward with the project now. Staff recommends using ARPA Funds to cover this expense. At the County Board ARPA roundtable exercise in May 2022, new Human Resources/Financial software was one of the top projects in terms of total dots/votes received.

RECOMMENDED MOTION: Approve entering into a 2-year agreement with Greenshades for employee onboarding and benefits administration modules.

ATTACHMENTS:

- Greenshades Quote (PDF)



Greenshades Software
 7020 AC Skinner Parkway
 Suite 100
 Jacksonville, FL 32256
 1-888-255-3815
 ar@greenshades.com
<http://my.greenshades.com>

QUO-102824-Z3K3P5

6.f.a

Proposal Date	Account Number
5/31/2022	10579
Term Start	Term End
6/1/2022	6/1/2023

Proposal For	Notes
Ozaukee County Finance Department 121 W Main St Port Washington, WI 53074	Quote includes 1st year retail price. Products renew annually at 50% of retail at the time of renewal. The implementation fee is a one-time discount. Quote includes a \$10,274 discount if purchased before 6/30/2020.

Name	Price	QTY	Subtotal
Implementation Fee for Greenshades Benefits	\$3,739.20	1	\$3,739.20
Implementation Fee for Greenshades Online Employee Portal	\$2,485.20	1	\$2,485.20
Green Employee DDA Access	-\$1.68	1000	-\$1,680.00
Green Employee Time-Off Access	-\$1.84	1000	-\$1,840.00
Green Employee Federal W-4 Access	-\$1.85	1000	-\$1,850.00
Green Employee Pay Records per EE	-\$6.65	1000	-\$6,650.00
Green Employee Benefits Management (501-1000 EEs)	\$19,680.00	1	\$19,680.00
Green Employee - Employee Access Package	\$10.50	1000	\$10,500.00
Green Employee - Enhanced HR Package	\$4.10	1000	\$4,100.00
Green Employee - Enhanced Onboarding Package	\$10.50	1000	\$10,500.00
			\$38,984.40

Subtotal	\$38,984.40
Discount	-\$10,274.00
Estimated Tax	\$0.00
Total	\$28,710.40

Attachment: Greenshades Quote (RES-22-12 : ARPA FUNDS RECOMMENDATION - EMPLOYEE ONBOARDING AND BENEFITS)



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	Discount:	-\$10,274.00
	Estimated Tax:	\$0.00
	Total:	\$28710.40

Attachment: Greenshades Quote (RES.22-12 : ARPA FUNDS RECOMMENDATION – EMPLOYEE ONBOARDING AND BENEFITS



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Terms and Conditions

1. General

This Proposal is subject to the terms and conditions set forth in the End User Subscription Agreement ("Agreement") at <https://www.greenshades.com/eusa/a/terms.pdf>. In the event of a conflict between this Proposal and the Agreement, the terms of this Proposal shall control. Capitalized terms used in this Proposal and not otherwise defined shall have the meaning indicated in the Agreement. This Proposal is an Order under the Agreement.

2. Effective Date

The Proposal is effective on the later date in the signature blocks below. Once executed, this order is non-cancellable.

3. Payment Terms and Conditions

The fees in this Proposal are in consideration of Greenshades providing the Greenshades Product in this Proposal, for the Term indicated in this Proposal. The fees incurred during the Term will be billed monthly in arrears. Invoices are due and payable 15 days from invoice date. Greenshades requires Electronic Payment Information for the fees and will use the information on file to complete payment at the time payment is due.

4. Service

Greenshades will provide the Greenshades Product described in this Proposal. Additionally, Greenshades will provide Support Services as described in the Agreement. Customer will not be entitled to any additional products, services, training or consultation.

5. Number of Licensed Employees

Customer is licensed to use the Greenshades Products with the number of employees specified above in this Proposal. An employee will be considered active and counted under this Proposal if the employee received a paycheck within the prior 60 days. If Customer

Attachment: Greenshades Quote (RES-22-12 : ARPA FUNDS RECOMMENDATION – EMPLOYEE ONBOARDING AND BENEFITS



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exceeds its licensed employee limit, Customer agrees to pay the current fee for the higher employee count for the remainder of the term.

Ozaukee County Finance Department	
Signature:	
Name:	
Title:	
Date:	

Attachment: Greenshades Quote (RES.22-12 : ARPA FUNDS RECOMMENDATION – EMPLOYEE ONBOARDING AND BENEFITS