

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

Present: Supervisors Becker, Schlenvogt, Wirth, and Petzold. Staff: County Administrator Meaux, Human Resources Director Dzwinel, Finance Director Lamb, Office Manager Steen, and County Clerk Winkelhorst.

Others Present: Economic Development Executive Director Schilling, Dick Vallin and Harvey Salger from Advanced Manufacturing Technologies, Inc., Meg and Dave Galioto and Tom Jezo from Galioto's Vintage Grille, Inc., and Southeastern Wisconsin Regional Planning Commission (SEWRPC) Chief Economic Development Planner John Meland.

Absent: Supervisor Cronce

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 Petzold to adopt the agenda as presented. All members present voting aye. Motion carried. (4-0)

Public Comments/Correspondence/Communications: There were none.

Approve Minutes from the February 25 Meeting: Motion made by Supervisor Schlenvogt, seconded by Supervisor Petzold to approve the February 25 minutes as submitted. All members present voting aye. Motion carried. (4-0)

Action Items:

Review/Approve Budget Amendment – Emergency Management: This is approval for Office of Justice Assistance (OJA) Grant #8668-Mobile surveillance camera system. Funds will be utilized to purchase camera system to assist in incident scene investigation. There is no cash or in-kind match required.

Motion made by Supervisor Schlenvogt, seconded by Supervisor Wirth to approve amending the budget for the increase of revenue in the amount of \$45,000 for OJA Grant #8668. All members present voting aye. Motion carried. (4-0) This will move forward to the County Board for final approval.

Motion made by Supervisor Wirth, seconded by Supervisor Schlenvogt to move ahead in the agenda. All members present voting aye. Motion carried. (4-0)

Review/Approve Resolution Approving a \$100,000 Loan for Advanced Manufacturing Technologies, Inc. (AMT) from the Revolving Loan Fund (RLF) Program: Ms. Schilling explained that AMT has requested a \$100,000 working capital loan to expand their existing customer base and purchase new inventory of these projects. This is part of a \$500,000 project; they have applied for a \$150,000 State of Wisconsin Community Development Block Grant loan of which confirmation is expected this week. The delay at the State is due to timeline changes at the state level and not any problem with the project.

Mr. Meland further stated that if the Wisconsin Department of Commerce does not provide the requested funding, Mr. Vallin has indicated that the Company's expansion plans would be scaled back. The RLF loan would be matched with a \$250,000 new line of credit from Ridgestone Bank. The Company is requesting that the RLF loan be provided with a term and amortization of seven years, an interest rate of 1.625%, and 12-month deferral on principal payments. Interest-only monthly payments would be made during the deferral period. The Company has agreed to create five new full-time equivalent jobs over a 24-month period. The jobs would be recruited through the Ozaukee County Workforce Development Center.

The collateral available to secure the loan would be a junior security interest in the business assets behind the \$3.1 million financing from Ridgestone Bank, the unlimited personal

guarantee of Mr. Vallin, and a junior to a first mortgage of \$93,083 on Mr. Vallin's residence in Racine valued at \$225,000.

Motion made by Supervisor Wirth, seconded by Supervisor Petzold to approve a \$100,000 loan from the Revolving Loan Fund to Advanced Manufacturing Technologies, Inc, to be used for a working capital loan to increase capacity at its facility in the Town of Grafton, subject to the conditions contained in the SEWRPC memo, dated March 24, 2011. All members present voting aye. Motion carried. (4-0) This will move forward to the County Board for final approval.

Review/Approve Resolution Approving a \$40,000 Loan for Galioto's Vintage Grille, Inc. from the Revolving Loan Fund Program: Ms. Schilling explained that there is solid collateral on this loan. There was some concern on the credit with regards to their credit card usage. Additional information was provided. This is part of a larger project and the company is requesting a \$40,000 working capital loan that will allow the restaurant to update the theme of the restaurant from fine dining to upscale casual, including menu and website updating and the purchase of new fixtures for the restaurant.

Mr. Meland further explained that the private match is being met by First Bank Financial Center as part of a refinancing to restructure some existing debt. \$40,000 of that new financing will be set aside for the match. That loan has closed with the bank. The company is requesting a term and amortization of 7 years, an interest rate of 1.625 percent, and a six month deferral of principal. Galioto's will hire seven new part-time positions over the next two years equaling 3.5 new FTE positions.

Motion made by Supervisor Wirth, seconded by Supervisor Petzold to approve a \$40,000 loan from the Revolving Loan Fund to Galioto's Vintage Grille, Inc. to be used for working capital expenses for its facility in the Town of Cedarburg, subject to the conditions contained in the SEWRPC memo, dated March 24, 2011. All members present voting aye. Motion carried. (4-0) This will move forward to the County Board for final approval.

Review/Approve Year 1 Installment Milwaukee 7 Regional Economic Development Campaign Contribution: Motion made by Supervisor Petzold, seconded by Supervisor Wirth to approve payment of the invoice for the year one installment for the Milwaukee 7 Regional Economic Development Campaign Contribution in the amount of \$10,000. All members present voting aye. Motion carried. (4-0)

Review/ Approve Resolution Amending Policy & Procedure Manual –Revolving Funds: Currently, the Treasurer's petty cash of \$1,000 consists of \$500 in a petty cash checking account and \$500 in the operating cash drawer. The request is to increase the petty cash checking account balance to \$5,000 and add the County Administrator as an authorized signer. This account's primary use is to provide funds to employees who require necessary payroll adjustments.

Motion made by Supervisor Wirth, seconded by Supervisor Petzold to increase the Treasurer's petty cash to \$5,500 with \$5,000 in the petty cash checking account and \$500 in the operating cash drawer and to add the County Administrator as an authorized signer. All members present voting aye. Motion carried. (4-0) This will move forward to the County Board for final approval.

Review/Approve Resolution Printing of County Board Proceedings: This is the annual resolution to request bids from local newspapers for the printing of Ordinances, Transfer of Funds Resolutions and Board Proceedings for 2011.

Motion made by Supervisor Petzold, seconded by Supervisor Schlenvogt to approve the resolution to request bids for the printing for the County Board as outlined for 2011. All members present voting aye. Motion carried. (4-0) This will move forward to the County Board for final approval.

8:34AM Technology Resources Director Buhler joined the meeting.

Review/Approve Purchase of Email Archiving System: Mr. Buhler explained that this process was started about three years ago but other issues took priority. The current archive solution consists of a folder on the Exchange server that is populated when County Board members or department staff includes the archive address in their email distribution list. This is not a satisfactory way of handling email traffic. An automated process with no intervention requirement should satisfy any legal requirements. Records retention policies will need to be established by department or subject area.

Three vendor proposals were received and the following are the total startup costs: Sunbelt Email Archiver - \$20,590; NearPoint-\$37,360; and MiraPoint - \$32,950. Mr. Buhler's recommendation after a thorough review was the MiraPoint solution. Mirapoint has a track record in other Wisconsin Counties and has the ability to archive metadata on the system disk indicating which export media contains offloaded emails. This will give us the ability to retrieve if we need to for discovery should there be a challenge from the public. The ongoing maintenance is \$5,700 per year. Although, Sunbelt Email Archiver was the lowest, Mr. Buhler didn't feel that there was sufficient background experience with other counties and that the county Sunbelt worked with is very small with only 250 mailboxes whereas, Ozaukee County has 600 plus the municipalities. This is budgeted.

Motion made by Supervisor Schlenvogt, seconded by Supervisor Petzold to approve the purchase of the Email Archiving System through MiraPoint for a total startup cost of \$32,950 with an annual maintenance fee of \$5,700. All members present voting aye. Motion carried. (4-0)

Review/Approve Additional Hardware/Software for Virtualization and Disaster Recovery: Mr. Buhler stated that the need for the storage and the blade requirements were not anticipated at the time the initial virtualization was put in place for the Pro Phoenix application. This purchase continues the process moving the conventional servers to a virtual server platform and to have full replication of data between data stored at the Administration Center and Justice Center.

Additionally, a hot swap Fortigate security appliance and Cisco Catalyst layer 3 switch are being purchased to have onsite in case the current units fail. These units are core elements of the county wide law enforcement wide area network.

Supervisor Petzold inquired as to whether this purchase will be the last part of this large investment. Mr. Buhler stated that it is dependent on the user environment and the amount of data that they retain online. He can't say that there won't be need for additional storage but that it will get smaller. The funds are provided for in the budget.

Motion made by Supervisor Wirth, seconded by Supervisor Schlenvogt to approve the purchase of additional hardware and software for virtualization and disaster recovery for the amount of \$107,094. All members present voting aye. Motion carried. (4-0)

Review/Approve Software for Thin Client Test Platform: The Technology Five Year Strategic Plan recommended the investigation, testing and deployment of thin client platform in conjunction with the various third party software packages in use throughout the various county departments. This process will allow those users to keep their existing computer hardware for considerable longer periods of time before replacements will be sought. It will reduce time and costs of launching service patches and version updates.

Mr. Buhler is proposing to create a virtual server with the necessary operating and network software to initially be tested by Human Services and Lasata Campus. Expansion to other departments will occur after the process is completed. The funds are included in the budget.

Motion made by Supervisor Schlenvogt, seconded by Supervisor Petzold to approve the purchase of the software for thin client test platform for the amount of \$9,000. All members present voting aye. Motion carried. (4-0)

Claims & Wire Transfers Summary Sheet: Motion made by Supervisor Wirth, seconded by Supervisor Petzold to approve the Claims & Wire Transfers summary sheet for February 2011 for the amount of \$10,236,843.28. All members present voting aye. Motion carried. (4-0)

Conference/Convention & Meeting Attendance Report: Conference report submitted from Technology Resources and accepted by the committee.

Chairperson Becker reverted back to the order of the agenda.

Review/Approve Request to Fill New Positions – Public Health:

WIC Director, Non-Rep, Part-time 24 hours wkly, Paygrade 108:

WIC Nutritionist, Non-Rep, Part-time, 24 hours wkly, Paygrade 104:

WIC Nutritionist Assistant, Non-Rep, Part-time, 24 hours wkly, Paygrade 102: Mr. Dzwinel explained that previously the County had a contract with Washington County to provide Women, Infants & Children (WIC) services. In November of 2010 Public Health Director Gruebling brought forth a resolution requesting support for a five year contract with the State to provide WIC services to County residents. These positions were outlined in the resolution that was approved. All positions are totally grant funded.

Motion made by Supervisor Petzold, seconded by Supervisor Wirth to approve the request to fill the WIC Director, Non-Rep, part-time 24 hours weekly, Paygrade 8, WIC Nutritionist, Non-Rep, part-time, 24 hours weekly, Paygrade 104, and WIC Nutritionist Assistant, Non-Rep, part-time, 24 hours weekly, Paygrade 102 positions. All members present voting aye. Motion carried. (4-0)

Department Reports:

County Clerk's Report: The dog fund report for 2010 was included for review. There were no questions. Ms. Winkelhorst explained that in an effort to align Chapter 3 in the Policy & Procedure Manual with the Great Plains software which tracks payroll and with the budget there were some issues. The goal is to be able to pull Chapter 3 directly from Great Plains and then align with budget. Ms. Winkelhorst and Mr. Dzwinel feel that doing this will create a more accurate account of job titles and paygrades. The issue that was found was where in order for the County Administrator to create efficiencies with staff and/or opportunities to save on staffing, employees are occasionally transferred into new departments and positions where the pay grade of the transferred position may be different that the position they held in other areas of the County. In general, these types of transfers occur when open positions are eliminated, or when an opening is caused when an employee is terminated. This does occur occasionally and will only affect a couple of employees. There is no fiscal impact but rather the position becomes the higher paygrade as it relates to the job description of the position that they were transferred into. This would be very difficult to track if the job description and the employee didn't match the paygrade. Mr. Meaux further stated that as positions become vacant the duties are reviewed therefore; the position would be re-evaluated as to the appropriate paygrade, as are all positions when refilling. Mr. Dzwinel stated that as a result of this we are looking at a more efficient and transparent way to study positions, change titles and paygrades as it relates to the budget process. There was a clear understanding by the committee, and it was agreed, that although this was an issue, efficiencies were realized, there was no fiscal impact, and positions are reviewed prior to filling.

Human Resources Report: Reports were included in the packet. Mr. Dzwinel provided an update on the bargaining units.

Technology Resources Hardware/Software Purchase/Disposal & Project Status: Reports included in the packet. There were no further questions.

Treasurer's Report: Cash ending February is \$3,497,141 or 18.9% up from last February. Interest and penalty revenues are \$49,522 or 55.8% higher than last year through February.

Ms. Steen noted that there are 47 remaining delinquent parcels with 2007 or older property taxes, 30 are for Regency Hills Development Corp. The corporation has been listed annually and

in the past has paid their delinquent property taxes prior to judgment. The developer doesn't typically pay the property taxes until the property is sold. Although the taxes may be a small amount there is a lot of work by the Treasurer's office as well as Corporation Counsel.

At this time, 2008 delinquent taxpayers are being notified that the County will initiate tax foreclosure in September, 2011. There are 8 pages, single line print of delinquent 2008 parcels.

Last year the County received judgment on a Mequon vacant lot which may be challenged by one of the lien holders. This parcel was included in the 2011 budget, estimated sale of \$150,000.

Finance Director's Report: Mr. Lamb reported that they are working with Transit on a state audit of years 2006-2009. The state is again contesting some expenses submitted for reimbursement. The Wisconsin County Tax Levy Rankings 2010 report was reviewed. There are three counties that have a lower tax rate than Ozaukee. If Ozaukee County didn't have sales tax the tax on the average home would be closer to \$590 versus \$434. This shows that the renters and visitors to the county keep our property taxes low. Ozaukee County received from the Government Finance Officers Association for the fifth year, the Certificate of Achievement for Excellence in Financial Reporting and for the third year, the Distinguished Budget Presentation Award. The committee extended their congratulations on a job well done.

Next Meeting Date: Friday, May 27 – 8:00AM

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

Meeting adjourned at 9:38AM

Clerks Note: Due to the County Board reorganization effective April 6, 2011 the Administrative Committee will be renamed Finance Committee.

*Julianne B. Winkelhorst, County Clerk*