



AGENDA
EXECUTIVE COMMITTEE
REGULAR MEETING
MONDAY, JANUARY 3, 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. November 29 and December 1, 2021

5. PRESENTATIONS

a. Presentation of Option to Refinancing Lasata GO Debt

Brian Brewer, Managing Director, Baird Public Finance

6. ACTION ITEMS

a. RES.21-56: Amending Chapter 2.05 (2) of the Ozaukee County Policy & Procedure Manual - Policy to Schedule Public Informational Meetings

7. DISCUSSION ITEMS

a. Personal Use of County Vehicles Policy

b. Schedule of County Board Meetings

8. COUNTY ADMINISTRATOR'S REPORT

a. County Board Rules

b. County Human Resources and Financial Management Software

c. Countywide Marketing

d. County and Ozaukee Economic Development Business Loan Program

e. CBDG Advocates Expansion Grant

f. County Administrator Annual Review

9. COMMITTEE REPORTS

10. NEXT MEETING DATE

January 19, 2022 - Special Meeting -Time TBD

February 28, 2022 - Regular Meeting - 3:00 PM

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:	January 3, 2022
DEPARTMENT:	County Clerk
DIRECTOR:	Julie Winkelhorst
PREPARER:	Julie Winkelhorst

Agenda Summary November 29 and December 1, 2021

November 29, 2021

https://www.co.ozaukee.wi.us/AgendaCenter/ViewFile/Minutes/_11292021-2998

December 1, 2021

https://www.co.ozaukee.wi.us/AgendaCenter/ViewFile/Minutes/_12012021-3002

RESOLUTION NO. 21-56

AMENDING CHAPTER 2.05 (2) OF THE OZAUKEE COUNTY POLICY & PROCEDURE
MANUAL - POLICY TO SCHEDULE PUBLIC INFORMATIONAL MEETINGS

2.05 COUNTY BOARD OF SUPERVISORS

(2) Meetings

(a) Organizational Meetings

3. Regular Meetings:

a. The County Board shall convene on the first and third Wednesday of each month at 9:00 A.M. for the purpose of transacting general business.

(1) The meeting scheduled for the third Wednesday shall primarily be for the purpose of receiving information.

(2) Regular meetings may be cancelled at the discretion of the Chairperson when he or she determines there is insufficient business to conduct, it is unlikely that quorum will be obtained or for any other reason demonstrating that a meeting would be an unproductive use of time.

(3) Any four (4) or more Supervisors of the County Board together may request that the meeting scheduled for the first Wednesday of each month be scheduled at 6:00 P.M. to provide for public input on Resolutions and Ordinances before the County Board.

(a) The request shall be submitted in writing to the County Board Chairperson and must be approved by the Chairperson and Vice-Chairperson.

(b) No regular meeting of the County Board shall be rescheduled with less than ten (10) days' notice.

4. Special Meetings:

a. In accordance with Sec. 59.11(2)(a), Wis. Stats, a written request of a majority of the Supervisors elect, addressed and delivered to the County Clerk of Ozaukee County is required to call special meetings of the County Board of Supervisors:

b. The request shall:

(1) Specify the time and place of the meeting.

(2) Specify the purpose of the meeting.

(3) Be delivered more than 48 hours before the meeting is to be held.

5. Public Informational Meetings:

a. The County Board may conduct public informational meetings on any matter to gather input on matters of public importance.

b. The purpose of a informational meeting is to give the public an opportunity to express their views, comments or opinions to the County Board.

c. Any four (4) or more Supervisors of the County Board together may request that a public informational meeting be held.

d. The request shall:

(1) Specify the time and place of the public informational meeting.

(2) Specify the purpose of the public informational meeting.

- (3) Be submitted in writing to the County Board Chairperson and must be approved by the Chairperson and Vice-Chairperson.
- (4) No public informational meeting of the County Board shall be scheduled with less than ten (10) days' notice.
- e. No action may be taken at a public informational meeting unless specified on the agenda.
- f. During public informational meetings Section 2.05(d) of the Policy and Procedure Manual: Public Attendance and Comment at Board Meetings shall apply.
- g. During public informational meetings Section 2.05(e)(8) of the Policy and Procedure Manual: Meeting Rules shall apply unless suspended by a two-thirds vote of the Supervisors present.

Dated at Port Washington, Wisconsin, this 5th day of January, 2022.

SUMMARY: Amending Chapter 2.05 (2) of the Ozaukee County Policy and Procedure Manual - Public Informational Meetings Policy.

VOTE REQUIRED: Majority

EXECUTIVE COMMITTEE

Executive Committee
AGENDA INFORMATION SHEET

AGENDA DATE:	January 3, 2022
DEPARTMENT:	Administrator
DIRECTOR:	Jason Dzwinel
PREPARER:	Jason Dzwinel

Agenda Summary Amending Chapter 2.05 (2) of the Ozaukee County Policy & Procedure Manual - Policy to Schedule Public Informational Meetings

BACKGROUND INFORMATION: This policy reestablishes the procedure for the request to reschedule a meeting of the County Board for 6:00 PM and for the scheduling of Public Informational Meetings.

Executive Committee

AGENDA INFORMATION SHEET

AGENDA DATE: January 3, 2022
DEPARTMENT: Administrator
DIRECTOR: Jason Dzwinel
PREPARER: Jason Dzwinel

Agenda Summary Personal Use of County Vehicles Policy

Discussion of use of county owned vehicles for personal use. Current policy requires that each approved employee require Oversight Committee, Finance Committee and County Board approval. County Administrator recommends consideration of a policy that allows approval by County Administrator and Human Resources annually and a reporting of use by employees on an annual basis.

CURRENT POLICY

(b) County employees shall not use any County owned vehicle for personal use, except by the provisions of the Code of Federal Regulations, Internal Revenue Regulations, as such may be amended.

1. The following are the employees who are permitted to drive a county vehicle to and from work:

- a. Sheriff,
- b. Planning and Parks Director (or Designee),
- c. Emergency Management Director (or Designee),
- d. Highway Department Superintendents,
- e. Drug Unit Investigator,
- f. Radio Equipment Technician/Programmer,
- g. Undersheriff,
- h. County Administrator,
- i. Building Superintendent
- j. Technology Resources Communications Services Manager

2. This section shall not forbid employees using county vehicles to commute to and from work from making stops or minimally deviating from their normal commuting route to attend to personal business.

3. Employees may be permitted to drive a county vehicle to commute to and from work for official business purposes with prior approval of their Supervisor or Department Head, this

section shall not apply to employees who regularly use a vehicle for commuting purposes.

(c) Personal use valuation:

1. Each employee who is required to commute to and from work with a county vehicle shall have included as gross income one of the following:

a. The sum of \$1.50 per commuting trip

b. A sum equal to the same automobile travel allowance established for other officials and employees in a resolution annually adopted by the County Board per mile actually driven in so commuting to and from work

2. This sum shall be reported as ordinary income for federal income taxes, state income taxes, and social security taxes.

(d) No unauthorized persons will be allowed to either operate or ride in the vehicle.

(e) Transporting family members in County vehicles shall be allowed only when the family member is accompanying an employee to a business meeting or official function.

(f) All use of the vehicle assigned to the Sheriff, Undersheriff, County Administrator and Emergency Management Director shall be considered an official function.

(3) Recordkeeping by county officers and department heads:

(a) Any employee that is given the use of a county automobile and uses such automobile to commute to and from work, shall maintain a logbook showing the business or personal use, by mile, of the car.

(b) Such logs shall be maintained at least weekly by said individual, and a report regarding utilization of the county owned vehicle for commuting and/or personal use shall be deposited with the Payroll Manager by the 5th day of the following month.

(c) Such logs shall be used to determine the value of using said automobile and such value will be reported on the individual's W-2 form utilizing US Treas. Reg. §1.61-21(e)(1).

(d) This section does not apply to use by employees, which is not subject to taxation by virtue I.R.S. Code §402(1)(4)(C) public safety officers as such may be amended.

(4) Property Damage and Violations:

(a) All applicable motor vehicle laws are to be followed.

(b) All vehicle accidents and/or incidents, when possible personal or property damage occurs, are to be reported immediately.

(c) An incident is an event, intentional or unintentional, that resulted in or contributed to, or could have resulted in or contributed to a loss, damage or harm to persons or property.

(d) Failure to give such notification shall subject the employee to disciplinary action.

(e) Any parking or moving traffic citations shall be the responsibility of the operator.

(5) Automobile Allowances to Certain Employees:

(a) Pursuant to the authority granted by Sec. 59.52 (10) Wis. Stat., the Highway Commissioner, shall be granted an automobile allowance in the amount of \$120.00 per month and fuel and minor maintenance and repairs.

(6) Marking of County Vehicles:

(a) All county owned or leased vehicles, shall display the approved County Logo.

(b) Law enforcement vehicles as designated by the Sheriff and any other vehicle with the approval of the County Board Chairperson may be specifically exempted from displaying the logo.