



AGENDA
EXECUTIVE COMMITTEE
REGULAR MEETING
MONDAY, JANUARY 4, 2021 – 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 30, 2020

5. DISCUSSION ITEM:

- a. Refinancing of 2011 General Obligation Debt: County Fairgrounds - Brian Brewer, Managing Director, Baird Public Finance

6. ACTION ITEMS

- a. RES.20-63: Labor Association of Wisconsin Ozaukee County Deputies Association - Jail Deputies 2021 Wage Agreement
- b. RES.20-64: Labor Agreement Ozaukee County Deputy Sheriff's Association 2021-2022
- c. RES.20-65: Adopting a Citizen Participation Plan Required for Submission of a Community Development Block Grant
- d. RES.20-66: Authorizing the Submission of a Community Development Block Grant (CDBG) Application
- e. RES.20-68: Telephonic and Video Attendance at County Board Meetings
- f. RES.20-62: Amending Sections 2.02 (4)(e) and 2.05 (2)(a)(e)(f) of the Ozaukee County Policy and Procedure Manual - County Board Agendas (Referred)

7. DISCUSSION ITEMS (CONT.)

- a. Schedule of County Board Meetings

8. COUNTY ADMINISTRATOR'S REPORT

- a. Diversity and Inclusion
- b. CBDG Homeless Shelter Grant
- c. 2021 Project Fund
- d. 2020 Fiscal and Sales Tax
- e. 2020 Energy Innovation Grant

9. COMMITTEE REPORTS

10. CLOSED SESSION

Pursuant to Section 19.85 (1)(c) of the Wis. Stats. relating to Considering Employment, Promotion, Compensation or Performance Evaluation Data of a Public Employee: County Administrator's Annual Review

11. OPEN SESSION

12. NEXT MEETING DATE

Monday, February 1, 2021

13. 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 4, 2021
DEPARTMENT:	County Clerk
DIRECTOR:	Julie Winkelhorst
PREPARER:	Julie Winkelhorst

Agenda Summary November 30, 2020

[<https://www.co.ozaukee.wi.us/AgendaCenter/ViewFile/Minutes/ 11302020-2819>](https://www.co.ozaukee.wi.us/AgendaCenter/ViewFile/Minutes/11302020-2819)

RESOLUTION NO. 20-63

LABOR ASSOCIATION OF WISCONSIN OZAUKEE COUNTY DEPUTIES ASSOCIATION
- JAIL DEPUTIES 2021 WAGE AGREEMENT

RESOLVED, by the Ozaukee County Board of Supervisors, based on contract negotiations, the 2021 labor agreement between Ozaukee County and the Ozaukee County Deputies Association - Jail Deputies, which will be on file in the Department of Human Resources, is hereby ratified and approved. Said contract provides:

Wage Rates for Current Employees:

2021 Wages, effective January 1, 2021 - 2% increase across the board, and effective July 1, 2021 - 0.5% increase across the board.

Dated at Port Washington, Wisconsin, this 6th day of January 2021.

SUMMARY: Approval of the 2021 labor agreement between Ozaukee County and the Ozaukee County Deputies Association - Jail Deputies.

VOTE REQUIRED: Majority

EXECUTIVE COMMITTEE

Executive Committee
AGENDA INFORMATION SHEET

AGENDA DATE: January 4, 2021
DEPARTMENT: Human Resources
DIRECTOR: Chris McDonell
PREPARER: Chris McDonell

Agenda Summary Labor Association of Wisconsin Ozaukee County Deputies Association - Jail Deputies 2021 Wage Agreement

BACKGROUND INFORMATION: Act 10 made various changes to limit collective bargaining for all public employees, with the exception of protected service Wisconsin Retirement System (WRS) employees to wages. This agreement reflects the results of bargaining with the County's Jail Unit Deputies under Act 10 this contract is limited to one year.

ANALYSIS: This agreement on wages provides internal equity with all other employees for a wage increase of 2% on January 1 and 0.5% on July 1. The increases are budgeted in the 2021 budget as approved by the County Board in November in Resolution 20-47.

Effective January 1, 2021:

(4) Labor Association of Wisconsin Jail Deputies Union Wage Scale

	Step 01	Step 02	Step 03	Step 04	Step 05	Step 06	Step 07	Step 08
Jailor - Hired after 7/1/2011	\$25.53	\$26.22	\$26.91	\$27.63	\$28.32	\$29.01		
Jailor - Hired before 7/1/2011	\$24.11	\$25.46	\$26.74	\$28.04	\$29.37	\$30.66	\$31.99	\$33.28

Effective July 1, 2021:

(4) Labor Association of Wisconsin Jail Deputies Union Wage Scale

	Step 01	Step 02	Step 03	Step 04	Step 05	Step 06	Step 07	Step 08
Jailor - Hired after 7/1/2011	\$25.66	\$26.35	\$27.04	\$27.77	\$28.46	\$29.16		
Jailor - Hired before 7/1/2011	\$24.23	\$25.59	\$26.87	\$28.18	\$29.52	\$30.81	\$32.15	\$33.45

FUNDING SOURCE: Budgeted County Levy

RECOMMENDED MOTION: Staff respectfully requests that the Committee and Board approve the Labor Agreement with the Labor Association of Wisconsin Jail Unit representing Sworn Jail Deputies of the Ozaukee County Sheriff's Department and implement the wage rates effective January 1 and July 1, 2021.

RESOLUTION NO. 20-64

LABOR AGREEMENT OZAUKEE COUNTY DEPUTY SHERIFF'S ASSOCIATION 2021-2022

RESOLVED, by the Ozaukee County Board of Supervisors, based on contract negotiations, the 2021-2022 labor agreement between Ozaukee County and the Ozaukee County Deputies Association, which will be on file in the Department of Human Resources, is hereby ratified and approved. Said contract provides among other things that:

1. All terms of the 2021-2022 Collective Bargaining Agreement between the parties shall remain in full force and effect except as modified herein.
2. The duration of the contract shall be from January 1, 2021 through December 31, 2022.
3. Revise **Cover Page, "Agreement" Section, and Signature Page.** Within each section, make the following revision: the Ozaukee County Deputy Sheriffs' Association, ~~Local 115 of the Labor Association of Wisconsin, Inc.~~
4. Revise **Article 2 - Dues Checkoff-Fair Share Agreement.** Replace all of Article 2 - Dues Checkoff-Fair Share Agreement with the following language:

The County agrees to deduct monthly dues in the amount certified by the Ozaukee Deputy Sheriff's Association ("Association") from the pay of employees who individually sign a dues deduction authorization form provided by the County where the employee is knowingly and affirmatively consenting to the deduction of dues from the employee's paycheck, including any local association dues which the employee has authorized to be deducted in conjunction with the Association dues.

It shall be the employee's responsibility to sign the dues deduction authorization form and provide the signed form to the County and Association no less than 30 days prior to the date in which dues deductions are to commence. The County shall deduct the combined dues amount each month for each employee requesting such deduction, upon receipt of such form and shall remit the total of such deductions, with a list of employees from whom such sums have been deducted, to the Association, in one lump sum not later than the 15th of each month. With respect to newly hired employees, such deductions will commence in the month following completion of the probationary period.

Authorization of dues deduction by a member may be revoked upon notice in writing to the County and the Association with the understanding that the deduction will cease as reasonably as practical after receipt of written notice of revocation. No employee shall be required to join the Association, but membership in the Association shall be made available to all employees in the bargaining unit who apply consistently with the Association Constitution and By-Laws.

No employee shall be denied membership because of race, creed, color, sex or other legally protected class status.

It is expressly understood and agreed that the Association will refund to the County or the employee involved any dues erroneously deducted by the County and paid to the Association. The Association shall indemnify and hold the County harmless against any and all third-party

claims, demands, suits, orders, judgments or any other forms of liability against or incurred by the County, including all costs of defense and attorney's fees, which may arise out of action taken or not taken by the County's compliance with this Article.

~~a) The employer, upon receipt of an authorization card at the Human Resources 2-1 Department, shall deduct Association dues from the payroll checks of all employees so 2 authorizing the deduction in an amount certified by the Treasurer of the Association. Checkoff 3 shall become effective in the next pay period designated for such deductions after filing such card 4 with the Human Resources Department. The County agrees that it will make deductions from the 5 employees' paychecks for Association dues and the amount of the employee contribution for 6 health insurance premium costs during different pay periods, if the County can reach the same 7 agreement with all of its unionized employees. 8~~

~~b) Changes in the dues' amounts to be deducted shall be certified by the Association at 9 least thirty (30) calendar days before the date on which the change is to be effective. 10~~

~~c) The Association shall indemnify, defend, and save the Employer harmless against 11 any and all claims, demands, suits, orders or judgments that shall arise out of or by reason of 12 action taken by the Employer in compliance with employee payroll deduction authorization cards 13 submitted by the Association to the Employer.~~

5. Revise **Article 11 - Overtime, Section 11.** Amend the language of Article 11 - Overtime, Section 11.05 as follows:

Any officer who has canine responsibilities shall be credited with eight and one-quarter hours (8-1/4) of straight time off each month and eight and one-quarter hours (8-1/4) of straight time pay each month for treatment and care of the dog away from the Sheriff's Department. The parties understand and acknowledge that this straight time pay and straight time off is in addition to other valuable benefits provided by the County to officers with canine responsibilities, including but not limited to a take home vehicle, reimbursement of veterinarian and other medical costs associated with the canine, and maintenance costs associated with the canine (e.g., food, kenneling costs, toys, etc.). The parties understand, acknowledge and agree that the total of compensation provided herein and all other benefits conferred upon an officer with canine responsibilities are reasonable and adequate consideration for the officer in relation to such canine responsibilities. If an officer with canine responsibilities is required to provide an unusually greater amount of care to his or her canine during a particular month than otherwise typically required, that officer shall timely notify the Sheriff or the Sheriff's designee of such circumstances to permit the Sheriff or designee to evaluate whether additional compensation shall be issued to the canine officer for that month, whether in the form of straight time off, straight time pay, or otherwise.

6. Revise **Article 12 - Wages, Section 12.01.** Amend the language of Article 12, Section 12.01 as follows:

Ozaukee Deputy Sheriffs' Association Effective first full pay period following January 1, 2021 (2.0%)

<u>Step</u>	<u>01</u>	<u>02</u>	<u>03</u>	<u>04</u>	<u>05</u>	<u>06</u>	<u>07</u>
<u>Patrol Officer/CSU Deputy</u>	<u>\$29.82</u>	<u>\$31.96</u>	<u>\$32.29</u>	<u>\$33.92</u>	<u>\$35.60</u>	<u>\$35.85</u>	<u>\$37.34</u>
<u>Detective/Sergeant</u>	<u>\$32.56</u>	<u>\$34.80</u>	<u>\$35.18</u>	<u>\$36.93</u>	<u>\$38.81</u>	<u>\$39.17</u>	<u>\$40.75</u>

Ozaukee Deputy Sheriffs' Association Effective first full pay period following July 1, 2021 (0.50%)

<u>Step</u>	<u>01</u>	<u>02</u>	<u>03</u>	<u>04</u>	<u>05</u>	<u>06</u>	<u>07</u>
<u>Patrol Officer /CSU Deputy</u>	<u>\$29.97</u>	<u>\$32.12</u>	<u>\$32.45</u>	<u>\$34.09</u>	<u>\$35.78</u>	<u>\$36.03</u>	<u>\$37.53</u>

Detective/Sergeant	\$32.72	\$34.97	\$35.36	\$37.11	\$39.00	\$39.37	\$40.95
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Ozaukee Deputy Sheriffs' Association Effective first full pay period following January 1, 2022 (3.0%)

Step	01	02	03	04	05	06	07
Patrol Officer /CSU Deputy	\$30.87	\$33.08	\$33.42	\$35.11	\$36.85	\$37.11	\$38.66
Detective/Sergeant	\$33.70	\$36.02	\$36.42	\$38.22	\$40.17	\$40.55	\$42.18

~~Effective January 1, 2019 (2.0%)~~

Step	01	02	03	04	05	06	07
Patrol Officer	\$28.11	\$30.12	\$30.44	\$31.96	\$33.54	\$33.79	\$35.19
Detective/Sergeant/	\$30.68	\$32.80	\$33.16	\$34.81	\$36.57	\$36.91	\$38.41

~~Jail Sergeant~~

~~Effective July 1, 2019 (1.0%)~~

Step	01	02	03	04	05	06	07
Patrol Officer	\$28.39	\$30.42	\$30.74	\$32.28	\$33.88	\$34.13	\$35.54
Detective/Sergeant/	\$30.99	\$33.13	\$33.49	\$35.16	\$36.94	\$37.28	\$38.79

~~Jail Sergeant~~

~~Effective January 1, 2020 (3.0%)~~

Step	01	02	03	04	05	06	07
Patrol Officer	\$29.24	\$31.33	\$31.66	\$33.25	\$34.90	\$35.15	\$36.61
Detective/Sergeant/	\$31.92	\$34.12	\$34.49	\$36.21	\$38.05	\$38.40	\$39.95

~~Jail Sergeant~~

7. Revise **Article 15 - Insurance, Section 15.05**. Eliminate the pay-up provisions associated with long-term disability insurance within Article 15 - Insurance, Section 15.05 by amending the language as follows:

~~Employees may, on an individual basis, obtain additional coverage, provided that the cost for any said additional coverage is paid by the employee. Employees may be required to prove insurability. The Employer shall, at the Employer's cost, provide group long-term disability insurance. Eligibility, benefits and other coverage provisions shall be as provided in the master insurance agreement. The following is a general summary description of such provisions:~~

~~(A monthly benefit of sixty percent [60%] of the monthly salary, with a maximum of seven hundred fifty dollars [\$750.00], but coordinated with other benefits so that the overall maximum amount received, including benefits from this insurance and any benefits from sick leave, Worker's Compensation, primary and family social security and any pension or group disability income plan sponsored by or made available through the County, shall be seventy percent [70%] of the employee's monthly salary. Employees are eligible for this insurance upon completion of six [6] full months of employment. There is a waiting period of ninety [90] consecutive days for sickness and accidents. Benefits payable as a result of sickness may be continued for five [5] years, if a member is totally or partially disabled after attainment of age sixty-nine [69], the benefit period will be one year.)~~

~~An employee receiving long term disability insurance will be considered as receiving pay from the County for the purposes of this Section.~~

8. Revise **Article 27 - Duration, Section 27.1**. This section will be modified to reflect a two (2) year agreement.

Dated at Port Washington, Wisconsin, this 6th day of January 2021.

SUMMARY: Ratification and approval of the 2021-2022 labor agreement between Ozaukee County and the Ozaukee County Deputies Association.

VOTE REQUIRED: Majority

EXECUTIVE COMMITTEE

Executive Committee
AGENDA INFORMATION SHEET

AGENDA DATE:	January 4, 2021
DEPARTMENT:	Human Resources
DIRECTOR:	Chris McDonell
PREPARER:	Chris McDonell

Agenda Summary Labor Agreement Ozaukee County Deputy Sheriff's Association 2021-2022

BACKGROUND INFORMATION: The resolution approves the amendments to the 2019-2020 collective bargaining agreement with the Sheriff's Deputies Union.

ANALYSIS: The agreement, reached in negotiations with the union, proposes the following amendments to the agreement:

3. Revise **Cover Page, "Agreement" Section, and Signature Page.**

This amendment was requested by the Association.

4. Revise **Article 2 - Dues Checkoff-Fair Share Agreement.**

This amendment was requested by the County and Association attorneys.

5. Revise **Article 11 - Overtime, Section 11.**

An audit of time spent by Canine Officers caring for their dogs while at home justified additional compensation. The audit and this amendment were requested by the County.

6. Revise **Article 12 - Wages, Section 12.01.**

2% across the board effective first full pay period following January 1, 2021; 0.50% across the board effective first full pay period following July 1, 2021; 3% across the board effective first full pay period following January 1, 2022.

7. Revise **Article 15 - Insurance, Section 15.05.**

The County pays 100% of the long-term disability (LTD) insurance benefit premium for non-represented employees. Currently, Association members are paying a small portion of the LTD premium. This amendment will require the County to pay for 100% of the premium for Association members. The additional cost to the County will be approximately \$9.00 per month per Association employee.

8. Revise **Article 27 - Duration, Section 27.1.**

This section will be modified to reflect a two (2) year agreement.

FUNDING SOURCE: County Levy

RECOMMENDATION MOTION: Staff respectfully requests that the Committee approve the 2021-2022 collective bargaining agreement between Ozaukee County and the Ozaukee County Deputy Sheriff's Association and recommends approval by the County Board.

RESOLUTION NO. 20-65

ADOPTING A CITIZEN PARTICIPATION PLAN REQUIRED FOR SUBMISSION OF A
COMMUNITY DEVELOPMENT BLOCK GRANT

WHEREAS, Federal and State monies are available under the Community Development Block Grant (CDBG) Program, administered by the State of Wisconsin, Department of Administration, and the County of Ozaukee intends to apply for a Community Development Block Grant; and

WHEREAS, the State of Wisconsin Department of Administration (DOA) and the U.S. Department of Housing and Urban Development (HUD) require recipients of Community Development Block Grant (CDBG) monies to have a Citizen Participation Plan; and

WHEREAS, the Citizen Participation Plan shall encourage citizen participation (especially by persons of low to moderate income), provide citizens reasonable and timely access to local meetings and information, provide for technical assistance, provide for public hearings, provide for complaint procedures, and accommodate non-English speaking residents; and

WHEREAS, the Citizen Participation Plan requires the confirmation of a Citizen Participation Committee; and

WHEREAS, the County of Ozaukee has prepared and will publicly reviewed a Citizen Participation Plan.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors of Ozaukee County confirms the Human Services Board as the Citizen Participation Committee.

FURTHER RESOLVED, by the Board of Supervisors of Ozaukee County officially adopts the Citizen Participation Plan and Relocation Plan for the Lasata Heights Apartment remodeling project.

Dated at Port Washington, Wisconsin, this 6th day of January 2021.

SUMMARY: Adopting the Citizen Participation Plan for the Revolving Loan Fund Closeout Program.

VOTE REQUIRED: Majority

EXECUTIVE COMMITTEE

Executive Committee
AGENDA INFORMATION SHEET

AGENDA DATE:	January 4, 2021
DEPARTMENT:	Administrator
DIRECTOR:	Jason Dzwinel
PREPARER:	Jason Dzwinel

Agenda Summary Adopting a Citizen Participation Plan Required for Submission of a Community Development Block Grant

BACKGROUND INFORMATION: The Community Development Block Grant (CDBG) program is a federal formula-allocated grant program administered by the U.S. Department of Housing and Urban Development (HUD). Funding for the CDBG Small Cities Program is provided to the State of Wisconsin by HUD.

For many years Ozaukee County has participated in a Revolving Loan Fund (RLF) program that was created by the State of Wisconsin with CDBG funds to assist with economic development. Following a Federal audit of the RLF the State of Wisconsin has elected to close out the program. The close out process allows Ozaukee County to utilize the current balance of county funds of approximately \$850,000 for the provision of decent housing, a suitable living environment, and the expansion of economic opportunities, principally for the benefit of persons of low and moderate income and seniors.

HUD has established the Closeout Program under which Ozaukee County will be required to discontinue making RLF loans and transfer all current loan balances to the State of Wisconsin Department of Administration. Participation in the Closeout Program is beneficial to Ozaukee County because it will reduce or eliminate compliance risk and will give the County greater flexibility to use the funds on the projects that address ADA compliance and making senior housing available.

Participation in the Closeout Program requires that the county appoint the Human Services Board as the County's Citizen Participation Committee to oversee the Citizen Participation Plan and approve a Relocation Plan for the Lasata Heights apartment project.

ANALYSIS: The County's Community Development Block Program Revolving Loan Fund for Economic Development is being closed by the WI-DOA. The WI-DOA is liquidating the remaining funding and closing all CDBG Economic Development Revolving Loan Funds under the program statewide. Under the CLOSE program, the County has non-competitive access the funds as grants, and require no matching funds. Under the CLOSE program, we can apply for up to the on-hand balance of our Revolving Loan Program, currently estimated at \$850,000. The County can apply for up to two projects totaling the amount of their RLF Closeout Account, but each would require a separate application. Five categories of funding exist 1) Public Facilities, 2) Housing Rehabilitation Conversion, 3) Economic Development Projects, 4) Public Facilities for

Economic Development Projects, 5) Planning Projects. The caveat is all projects must meet the national objective of Low-and Moderate-income benefit, or the prevention and elimination of slum and blight, or serve a "limited clientele".

A limited number of capital projects under the County's purview look to be eligible for the CDBG RLF Close funding. Two projects were recommended by the Executive Committee. One being ADA accessibility improvements to our public buildings, such as the HH Peters Youth Camp Building, and the Hawthorne Hills Golf Course bathrooms. The current estimate for the ADA improvements at the HH Peters Youth Camp and at Hawthorne Hills Golf Course total approximately \$107,000. The other being apartment remodeling at the Lasata Heights Apartments with an estimated budget of \$500,000 to remodel up to 20 apartments at \$25,000 per apartment.

FISCAL IMPACT: No county funds will be expended for these projects.

FUNDING SOURCE: Revolving Loan Fund close out funds.

RECOMMENDED MOTION: Staff respectfully requests that the Executive Committee approve the resolutions required for the Revolving Loan Fund Closeout and name the Human Services Board as the Citizen Participation Committee for the purposes of close out.

ATTACHMENTS:

- Citizen Participation Plan (CPP)_DRAFT (PDF)
- Relocation Plan_DRAFT (PDF)



DEPARTMENT OF ADMINISTRATION

COUNTY ADMINISTRATOR'S OFFICE

Jason Dzwinel, County Administrator

www.co.ozaukee.wi.us

Citizen Participation Plan for the Community Development Block Grant (CDBG) Program

OZAUKEE COUNTY

Citizen Participation Plan for the Community Development Block Grant (CDBG) Program

PURPOSE

In order for the CDBG Program to operate effectively, and to address the needs of the citizens of Ozaukee County, the entire population must be kept informed. The decision-making process must be open and consistent with State and Federal regulations. To accomplish this, the following plan will be followed:

PROGRAM OVERSIGHT

1. Ozaukee County shall create a Citizen Participation Plan Committee, members of which shall be appointed by the Chief Elected Official and confirmed by the Ozaukee County Board of Supervisors. This Committee shall be responsible for implementation of the Citizen Participation Plan, as well as offering guidance in preparation of the grant application.

Ozaukee County shall oversee the preparation of the Community Development Block Grant (CDBG) grant application.

2. To insure responsiveness to the needs of its citizens, Ozaukee County shall provide for and encourage citizen participation. Particular emphasis shall be given to participation by persons of low- to- moderate income (LMI).

CITIZEN PARTICIPATION

1. The Ozaukee County shall establish a committee composed of persons representative of the Ozaukee County demographics. This committee must include at least one LMI person.

The committee members should also include representatives from the local government, real estate, banking and labor communities whenever possible. This committee shall assume responsibility for coordinating all required elements of the Citizen Participation Plan. All committee members must be residents of Ozaukee County.

NOTICE OF HEARINGS

1. Official notice of hearings will be by public notice in the Ozaukee Press at least two full weeks prior to the hearing. In addition, the public notice shall be posted at the Ozaukee County Administration Building. These notices will include time, place and date of meetings, as well as a brief agenda.
2. All notifications of meetings and available assistance must be worded in such a way as to encourage LMI participation. In addition, all meeting announcements shall include where, and during what time, information and records relating to the proposed and actual use of funds may be found.

REQUIRED PUBLIC HEARINGS

Public hearings shall be held to obtain citizen views and to enable them to respond to proposals at all stages of the CDBG Program, including the development of needs, the review of proposed activities and the review of program performance. Hearings shall be held after adequate

notice, at times and locations convenient to potential or actual beneficiaries and with accommodations for the handicapped, and, if needed, for non-English speaking persons.

1. The first hearing will receive citizens' views and provide an explanation of:
 - a. Community development needs, objectives, and strategies.
 - b. The CDBG program including goals, objectives, application process, amount of funds available, timetable, eligible activities, etc.
2. The second hearing will receive citizens' views and provide a review of the performance of the funded activities.
3. The first public hearing shall be held during the development of the application for funds. The second public hearing shall be held during the implementation of the program. Ozaukee County will attempt to have at least one of the public hearings in the service area (if applicable).

PROGRAM INFORMATION, FILES, and ASSISTANCE

1. Technical assistance will be provided to any citizen who requests information about program requirements. Assistance with the application process will be provided by Ozaukee County staff in the Department of Administration. An Ozaukee County staff member will meet with citizens on request.
2. Ozaukee County will maintain, in the Ozaukee County Administration Building a record of all citizen participation efforts including minutes of meetings, newspaper clippings, and copies of notices and brochures.
3. Citizens will be invited to make proposals regarding the application. If suitable proposals are submitted in writing, a written response will be provided within 15 days. Every effort will be made to respond to all proposals prior to the final action on the subject.
4. Citizens may petition or request in writing assistance or changes.

The Ozaukee County staff will respond to all such requests within 15 days after the Ozaukee County Citizen Participation Plan Committee has met to discuss the request.

COMPLAINTS

Ozaukee County will handle citizen complaints about the program in a timely manner. By federal regulation the County will respond in writing to all written letters of complaint within 15 days after receipt of the complaint. The nature and disposition of verbal complaints will be reported in a complaint log. The first contact for complaints should be made to the Ozaukee County Administrator, Jason Dzwinel.

In addition to the above procedure, any citizen wishing to object may complain directly to the following address:

Attention: Executive Staff Assistant
 Wisconsin Department of Administration
 Division of Energy, Housing and Community Resources, 9th Floor
 P.O. Box 7970
 Madison, WI 53707-7970

Written complaints should contain the following information and should be as specific as possible when describing:

- 1) The Program area being referenced: HOME, Community Development Block Grants for Housing (CDBG – Housing), Community Development Block Grants for Community Development (CDBG – Community Development), Community Development Block Grant Close Program (CDBG-CL), Emergency Solutions Grants (ESG), etc.;
- 2) The event resulting in the complaint;
- 3) The dates, details, and reason for the complaint; along with
- 4) The complainant's name, address, and telephone number.

NON-ENGLISH SPEAKING PERSONS

Ozaukee County will regularly survey the municipality to identify non-English speaking persons and will make all special efforts to assure them equal opportunity in the citizen's participation process.


wi.us

DEPARTMENT OF ADMINISTRATION

COUNTY ADMINISTRATOR'S OFFICE

Jason Dzwinel, County Administrator

www.co.ozaukee

Residential Anti-Displacement and Relocation Assistance Plan

WISCONSIN RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN FOR CDBG PROGRAMS

This Residential Anti-Displacement and Relocation Assistance Plan (RARAP) is prepared by the County of Ozaukee in accordance with the Housing and Community Development Act of 1974, as amended; and HUD regulations at 24 CFR 42.325 and is applicable to our CDBG¹ projects.

Minimize Displacement

Consistent with the goals and objectives of activities assisted under the Act, the County of Ozaukee will take the following steps to minimize the direct and indirect displacement of persons from their homes:

- ☐ Stage rehabilitation of apartment units to allow tenants to remain in the building/complex during and after the rehabilitation, working with empty units first.
- ☐ Arrange for facilities to house persons who must be relocated temporarily during rehabilitation.

(continued on the next page)

¹ CDBG programs include: Entitlement Community Development Block Grant (CDBG) Program, State CDBG Program, CDBG Small Cities Program, Section 108 Loan Guarantee Program, CDBG Special Purpose Grants Program, and the Neighborhood Stabilization Program (NSP).

- ☐ Where feasible, give priority to rehabilitation of housing, as opposed to demolition, to avoid displacement.
- ☐ If feasible, demolish or convert only dwelling units that are not occupied or vacant occupiable dwelling units (especially those units which are “lower-income dwelling units” as defined in 24 CFR 42.305).
- ☐ Target only those properties deemed essential to the need or success of the project.

Relocation Assistance to Displaced Persons

The County of Ozaukee will provide relocation assistance for lower-income tenants who, in connection with an activity assisted under the CDBG Program, move permanently or move personal property from real property as a direct result of the demolition of any dwelling unit or the conversion of a lower-income dwelling unit in accordance with the requirements of 24 CFR 42.350. A displaced person who is not a lower-income tenant, will be provided relocation assistance in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR Part 24.

One-for-One Replacement of Lower-Income Dwelling Units

The County of Ozaukee will replace all occupied and vacant occupiable lower-income dwelling units demolished or converted to a use other than lower-income housing in connection with a project assisted with funds provided under the CDBG Program in accordance with 24 CFR 42.375.

Before entering into a contract committing the County of Ozaukee to provide funds for a project that will directly result in demolition or conversion of lower-income dwelling units, the County of Ozaukee will make public by publication in the Ozaukee Press and submit to the State DOA the following information in writing:

1. A description of the proposed assisted project;
2. The address, number of bedrooms, and location on a map of lower-income dwelling units that will be demolished or converted to a use other than as lower-income dwelling units as a result of an assisted project;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. To the extent known, the address, number of lower-income dwelling units by size (number of bedrooms) and location on a map of the replacement lower-income housing that has been or will be provided. **NOTE: See also 24 CFR 42.375(d).**
5. The source of funding and a time schedule for the provision of the replacement dwelling units;

6. The basis for concluding that each replacement dwelling unit will remain a lower-income dwelling unit for at least 10 years from the date of initial occupancy; and
7. Information demonstrating that any proposed replacement of lower-income dwelling units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom unit), or any proposed replacement of efficiency or single-room occupancy (SRO) units with units of a different size, is appropriate and consistent with the housing needs and priorities identified in the HUD-approved Consolidated Plan and 24 CFR 42.375(b).

To the extent that the specific location of the replacement dwelling units and other data in items 4 through 7 are not available at the time of the general submission, the County of Ozaukee will identify the general location of such dwelling units on a map and complete the disclosure and submission requirements as soon as the specific data is available.

Replacement not Required Based on Unit Availability

Under 24 CFR 42.375(d), the County of Ozaukee may submit a request to HUD (or to the State, if funded by the State) for a determination that the one-for-one replacement requirement does not apply based on objective data that there is an adequate supply of vacant lower-income dwelling units in standard condition available on a non-discriminatory basis within the area.

Contacts

The Department of Administration (262-284-8202) is responsible for tracking the replacement of lower-income dwelling units and ensuring that they are provided within the required period.

The Department of Administration (262-284-8202) is responsible for providing relocation payments and other relocation assistance to any lower-income person displaced by the demolition of any dwelling unit or the conversion of lower-income dwelling units to another use.

Adopted by the County of Ozaukee Board on: _____ (date adopted).

Signature of Authorized Official

Title of Authorized Official

PRINTED NAME of Authorized Official

RESOLUTION NO. 20-66

AUTHORIZING THE SUBMISSION OF A COMMUNITY DEVELOPMENT BLOCK
GRANT (CDBG) APPLICATION

WHEREAS, Federal monies are available under the community Development Block Grant (CDBG) program, administered by the Wisconsin Department of Administration (DOA) Division of Energy, Housing and Community Resources (DEHCR) for the purpose of the provision or improvement of public facilities (CDBG-PF CLOSE); and

WHEREAS, a public meeting and due consideration by the Human Services Board will be held on January 26, 2021, and that, upon their recommendation, an application be submitted to DOA for the following two projects: ADA Improvements at HH Peters Youth Camp & Hawthorne Hills Golf Course and Lasata Heights Renovation of 20 Apartments; and

WHEREAS, it is necessary for the Ozaukee County Board of Supervisors to approve the preparation and filing of an application for Ozaukee County to receive funds from this program; and

WHEREAS, the Ozaukee County Board of Supervisors has reviewed the need for the proposed projects and the benefits to be gained there from.

NOW, THEREFORE, BE IT RESOLVED, by the Ozaukee County Board of Supervisors does hereby approve and authorize the preparation and filing of an application for the above named projects, that the County Board Chairperson is hereby authorized to sign all necessary documents on behalf of Ozaukee County.

FURTHER RESOLVED, that authority is granted to the Human Services Board to take the necessary steps to prepare and file the application for funds under this program in accordance with this resolution.

FURTHER RESOLVED, that all remaining loans under the Ozaukee County Revolving Loan Fund Program be returned to the State of Wisconsin Department of Administration under the close out program.

Dated at Port Washington, Wisconsin, this 6th day of January 2021.

SUMMARY: Revolving Loan Closeout Program Approval

VOTE REQUIRED: Majority

EXECUTIVE COMMITTEE

RESOLUTION NO. 20-68

TELEPHONIC AND VIDEO ATTENDANCE AT COUNTY BOARD MEETINGS

RESOLVED, by the Ozaukee County Board of Supervisors that the suspension of Section 2.05(d)(11) of the Ozaukee County Policy and Procedure Manual by Resolution No. 20-23 approved on August 5, 2020 is hereby extended until [DATE]

“2.05 COUNTY BOARD OF SUPERVISORS

(d) Meeting Rules:

11. County Board Supervisors must be physically present to attend, participate and vote.”

FURTHER RESOLVED, that the County Board directs the Executive Committee to review the necessity for virtual meetings due to the COVID-19 pandemic on or before the [DATE] committee meeting.

FURTHER RESOLVED, that members of the public not attending a County Board or Standing Committee in person may submit a comment on a specific agenda item with the online Public Comment Form no later than 2 hours before the scheduled meeting time; and

FURTHER RESOLVED, comments received timely will be read into the record during the public comment portion of the meeting.

FURTHER RESOLVED, Comments will not be read into the meeting containing:

- Profanity
- Hate speech - Promoting, fostering or perpetuating discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation
- Sexual content or links to sexual content
- Solicitations of commerce
- Conducting or encouraging illegal activity
- Possibly compromising safety or security of public or private entities

FURTHER RESOLVED, that the online public comment rules shall remain in place for the duration of the suspension of Section 2.05(d)(11) of the Ozaukee County Policy and Procedure Manual.

Dated at Port Washington, Wisconsin, this 6th day of January 2021.

SUMMARY: Suspension of Section 2.05(d)(11) of the Ozaukee County Policy and Procedure Manual by Resolution No. 20-23 extended until [DATE]

VOTE REQUIRED: Majority

EXECUTIVE COMMITTEE

Executive Committee
AGENDA INFORMATION SHEET

AGENDA DATE:	January 4, 2021
DEPARTMENT:	Administrator
DIRECTOR:	Jason Dzwinel
PREPARER:	Jason Dzwinel

Agenda Summary Telephonic and Video Attendance at County Board Meetings

BACKGROUND INFORMATION: Resolution No. 20-23 approved by the County Board on August 5, 2020 suspended the County Board rule requiring physical attendance at County Board Meetings for voting in response to the COVID-19 pandemic until October 31, 2020. This resolution will extend it until a date to be determined by the Executive Committee at the January 4, 2021 meeting.

RESOLUTION NO. 20-62

AMENDING SECTIONS 2.02 (4)(E) AND 2.05 (2)(A)(E)(F) OF THE OZAUKEE COUNTY POLICY AND PROCEDURE MANUAL - COUNTY BOARD AGENDAS (REFERRED)

RESOLVED, by the Ozaukee County Board of Supervisors, that Section 2.02 (4)(e) and 2.05 (2)(a)(e)(f) of the Ozaukee County Policy and Procedure Manual be amended to read:

2.02 EXECUTIVE COMMITTEE

- (4) The Executive Committee shall exercise the following powers and duties:
- (e) Set the agenda for the ~~monthly County Board policy meeting~~ regular meeting held on the third Wednesday

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 ~~focus on the discussion of policy issues~~ primarily be for the purpose of receiving information.
 - (2) ~~The policy~~ 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.
- (e) Voting Procedures:
 - 7. No subject matter shall be voted upon more than twice in the ~~Board year~~ session, unless by permission of a two-thirds vote of the Supervisors elect of the Board.
- (f) County Board Agendas:
 - 1. The Agenda shall be the responsibility of the Chairperson with the assistance of the County Administrator and County Clerk per s. 59.23(2)(a), Wis. Stats., and circulated to the County Board not less than 48 hours before each meeting.
 - ~~12.~~ All agenda items shall be filed with the County Clerk at least 7 (seven) days prior, or as soon as practicable to each County Board meeting. ~~including:~~
 - ~~a. Informational presentations for consideration under public comment~~
 - ~~b.3. Ordinances, and Resolutions, and reports for consideration~~

- a. Ordinances and resolutions must be reviewed by all applicable oversight committees before being placed on the agenda unless the Chairperson determines that County Board action on a matter is necessary and extraordinary circumstances exist which make it impossible to obtain committee review due to time constraints.
 - b. Any Supervisor may introduce a resolution on matters falling within the powers and privileges granted to the County or the performance of the legal duties charged upon the County by presenting such resolution to the Chairperson of the applicable standing committee or to the County Board Chairperson.
 - c. The County Board Chairperson shall refer all resolutions presented to him or her to the applicable standing committee within 20 calendar days.
 - d. If the standing committee does not consider a resolution within 60 days from the time it was presented or referred to it and the County Board Chairperson, in consultation with the Corporation Counsel and the County Administrator, agrees that the resolution falls within the powers and privileges granted to the County or the performance of the legal duties charged upon by the County, the Supervisor may file the resolution with the County Clerk for placement on the County Board agenda.”
- ~~2. The County Board Chairperson or any Supervisor may file an item.~~
- ~~34.~~ The County Clerk shall compile from the information filed an agenda containing the business to be presented at the next meeting of the County Board.
 - ~~45.~~ In emergency situations, the County Board agenda may be revised, to allow consideration of additional items, within twenty-four (24), hours of the posted date and time of the meeting. In no case, can the notice be less than two (2), hours before the meeting per Sec. 19.84(3), Wis. Stats.

SUMMARY: Amending Section 2.02 (4)(e) and 2.05 (2)(a)(e)(f) of the Ozaukee County Policy and Procedure Manual.

VOTE REQUIRED: Majority

EXECUTIVE COMMITTEE

11/02/20

Executive Committee

APPROVED

RESULT:	APPROVED [UNANIMOUS]
MOVER:	D. Korinek, Supervisor District 13
SECONDER:	M. Wolf, 2nd Vice- Chairperson
AYES:	Schlenvogt, Melotik, Wolf, Korinek, Nelson
EXCUSED:	K. Geracie

Executive Committee
AGENDA INFORMATION SHEET

AGENDA DATE:	January 4, 2021
DEPARTMENT:	Administrator
DIRECTOR:	Jason Dzwinel
PREPARER:	Julie Winkelhorst

Agenda Summary Amending Sections 2.02 (4)(e) and 2.05 (2)(a)(e)(f) of the Ozaukee County Policy and Procedure Manual - County Board Agendas (Referred)

BACKGROUND INFORMATION: This resolution clarifies the process for placing items on the agenda for the County Board.

ANALYSIS: The previous policy stated that any Supervisor can place an item on “file.” This policy was ambiguous and interpreted differently by staff and County Board Members. This policy allows any Supervisor to introduce an item and requires that it be assigned to the proper Standing Committee for review within 20 days. Standing Committee review is a critical step in the policy review process. If an item is time-sensitive a special Standing Committee meeting can be called with 24 hours’ notice. It also allows a Supervisor to bring an item forward within 60 days if a Standing Committee does not consider an item.

FISCAL IMPACT: None

RECOMMENDED MOTION: Approve the resolution on placing items on the agenda.

ATTACHMENTS:

- CB Vote to Refer Back to Committee (PDF)



VOTE RESULTS: Passed By Majority Vote

YES: **17** NO: **2** ABSTAIN: **0** ABSENT: **7**

Winker	EXCUSED
Haas	EXCUSED
Jobs	YES
Schlenvogt	YES
Clark	YES
Nelson	YES
Becker	YES
Larson	YES
Grabow	Second YES
Melotik	NO
Wolf	NO
Richart	YES
Korinek	EXCUSED

Herro	YES
Geracie	Motion YES
Duecker	EXCUSED
Irish	EXCUSED
Wirth	EXCUSED
Ross	YES
Marchese	YES
Strom	YES
Holyoke	YES
Henrichs	EXCUSED
Braverman	YES
Read	YES
Minkel-Dumit	

Attachment: CB Vote to Refer Back to Committee (RES.20-62 : CB Agendas)