



AGENDA
EXECUTIVE COMMITTEE
REGULAR MEETING
MONDAY, JUNE 28, 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. May 24, 2021

5. ACTION ITEMS

- a. Ordinance: Records Retention Ordinance
- b. Resolution: Telephonic and Video Attendance at County Board Meetings

6. DISCUSSION ITEMS

- a. Prism Manufacturing/Zbiegien Request for Revolving Loan Fund Reimbursement
(postponed from May 24, 2021)
- b. Live Streaming of County Board and Committee Meetings
- c. Strategic Plan
- d. Schedule of County Board Meetings

7. COUNTY ADMINISTRATOR'S REPORT

- a. 2022 Budget
- b. WCA Vehicle Lease Program
- c. Health Officer Recruitment
- d. American Recovery Act Funding
- e. Homeless Shelter Grant
- f. Redistricting Update

8. COMMITTEE REPORTS

9. NEXT MEETING DATE

Monday, August 2, 2021

10. 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:	June 28, 2021
DEPARTMENT:	County Clerk
DIRECTOR:	Julie Winkelhorst
PREPARER:	Julie Winkelhorst

Agenda Summary May 24, 2021

[<https://www.co.ozaukee.wi.us/AgendaCenter/ViewFile/Minutes/ 05242021-2909>](https://www.co.ozaukee.wi.us/AgendaCenter/ViewFile/Minutes/05242021-2909)

ORDINANCE NO. (ID # 7089)

RECORDS RETENTION ORDINANCE

An Ordinance renumbering Section 2.26 to 2.24, creating Section 2.26 and repealing Section 2.27 of the Ozaukee County Code of Ordinances pertaining to Records Retention.

The County Board of Supervisors of the County of Ozaukee does ordain that Sections 2.24, 2.26 and 2.27 of the Ozaukee County Code of Ordinances be renumbered, created and repealed as follows:

~~2.26~~2.24 FEES FOR COPIES AND SERVICES

2.25 LEGAL CUSTODIAN OF PUBLIC RECORDS

2.26 RECORDS RETENTION

(1) The provisions of this section are applicable to all records, defined by Section 19.32 (2) of the Wisconsin Statutes, within the possession of an authority, defined by s. 19.32 (1) of the Wisconsin Statutes.

(2) The County Records Retention/Disposition Schedules created and maintained by the Wisconsin Public Records Board are adopted as follows:

(a) Addendum A - County General Records Schedule,

(b) Addendum B - County Clerk Records Schedule,

(c) Addendum C - County Treasurer Records Schedule,

(d) Addendum D - Retention and Disposal of Court Records,

(e) Addendum E - Register of Deeds Records Schedule, and

(f) Addendum F - District Attorney Records Schedule.

(3) Records shall be preserved until the expiration of the retention period set forth in the applicable Schedule or the expiration of the retention period in Sections 7.23 or 59.52 (4) (a) of the Wisconsin Statutes or other applicable statutory period. Records not listed in the Schedules and for which no specific statutory retention period is prescribed must be retained for a minimum of 7 years, the default retention period in Section 19.21 (5)(c) of the Wisconsin Statutes.

(4) Prior to the destruction of any record a minimum 60 days notice, required by Section 19.21 (5)(d) of the Wisconsin Statutes, must be provided to the Wisconsin Historical Society (WHS) unless WHS has previously waived notice as indicated on the Schedules or elsewhere.

(5) If a request to inspect or copy a record has been made, the record may not be destroyed until the request is granted or the applicable time period in Section 19.35 (5) of the Wisconsin Statutes has expired.

(6) If a record is relevant to pending or potential litigation or the authority is aware that there is a distinct possibility litigation may be commenced, the record must be preserved until the pending or potential litigation has resolved or the applicable statute of limitations for commencing any action that the authority believes is distinctly possible has passed.

(7) Authorities may transfer or maintain records in optical disc or electronic storage if all requirements in Sections 16.612 and 59.52 (14) of the Wisconsin Statutes are complied with and original records so transferred or maintained may be destroyed consistent with Subsection (3).

~~2.27 DESTRUCTION OF OBSOLETE RECORDS~~

~~(1) Prior to the destruction of any obsolete public records, the legal custodian of such records shall make a written offer of such records to the State Historical Society. If such offer is not accepted within 60 days, a written offer of the records shall be made to the County Historical Society. If this offer is not accepted within 60 days, the records may be destroyed.~~

~~(2) Authorization is granted to destroy obsolete Human Services Department records as follows:~~

~~(a) Public assistance and social services records, as determined by the State Department of Health and Social Services, after the minimum holding period prescribed by the State Department.~~

~~(b) County vouchers and original general purchase orders relative to general relief after the expiration of ten (10) years of the date thereof and after they have been audited.~~

~~(c) Such other records no longer required for administration of the general relief program.~~

~~(3) Authorization is granted to destroy or dispose of obsolete Human Services Department records as follows:~~

~~(a) All department records shall be retained for the minimum period prescribed by applicable Wisconsin Administrative Code and federal regulations.~~

~~(b) Obsolete records not required to be retained may be disposed of in the following manner:~~

~~1. Alcohol and drug abuse treatment records shall be destroyed by department personnel pursuant to federal regulations.~~

~~2. Other treatment and financial records shall be offered to the State Historical Society, pursuant to Wisconsin Statutes. If said records are not requested by said Society, they shall be destroyed by department personnel.~~

~~3. The Finance Committee of the County Board shall be notified prior to the destruction of any financial records.~~

This Ordinance shall take effect upon enactment and publication.

Dated at Port Washington, Wisconsin, this 7th day of July 2021.

SUMMARY: Creation of a Records Retention Ordinance.

VOTE REQUIRED: Majority

EXECUTIVE COMMITTEE

Executive Committee
AGENDA INFORMATION SHEET

AGENDA DATE:	June 28, 2021
DEPARTMENT:	Corporation Counsel
DIRECTOR:	Rhonda Gorden
PREPARER:	Julie Winkelhorst

Agenda Summary Records Retention Ordinance

BACKGROUND INFORMATION: In 2010 the Wisconsin Public Records Board, Wisconsin Historical Society, and Wisconsin Counties Association had a goal to have consistency state-wide in regards to public records and each records retention period. In the early 2000's the Wisconsin Public Records Board came up with the first General Records Retention Schedule and offered it to the counties to formally adopt through ordinance or resolution, to date Ozaukee County has no formal Ordinance on file with the State. Throughout the years Ozaukee County has been using these schedules as guidelines when it comes to public records and their specific retention periods. In January of this year, Ozaukee County took the first steps to formally adopt each of the six (6) County General Records Retention Schedules, included within the link below. The requests were accepted by both the Wisconsin Public Records Board and Wisconsin Historical Society, with this it is now requested that a formal Ordinance be set in place by the Ozaukee County Board of Supervisors to make this a county wide requirement to protect, preserve, and retain public records in all their forms.

[<https://www.co.ozaukee.wi.us/2695/16930/County-Records-Retention-Schedules>](https://www.co.ozaukee.wi.us/2695/16930/County-Records-Retention-Schedules)

RECOMMENDED MOTION: Approve the creation of a records retention ordinance.

RESOLUTION NO. (ID # 7090)

TELEPHONIC AND VIDEO ATTENDANCE AT COUNTY BOARD MEETINGS

RESOLVED, by the Ozaukee County Board of Supervisors that the suspension of Section 2.05(2)(e)(11) of the Ozaukee County Policy and Procedure Manual by Resolution No. 20-23 approved on August 5, 2020 is hereby **concluded as of July 7, 2021** OR **extended until [DATE]**

“2.05 COUNTY BOARD OF SUPERVISORS

(2) Meetings

(e) Meeting Rules:

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

IF EXTENDED THE FOLLOWING SHOULD BE INCLUDED IN THE RESOLUTION

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(2)(e)(11) of the Ozaukee County Policy and Procedure Manual.

Dated at Port Washington, Wisconsin, this 7th day of July 2021.

SUMMARY: To be determined

VOTE REQUIRED: Majority

EXECUTIVE COMMITTEE

Executive Committee
AGENDA INFORMATION SHEET

AGENDA DATE:	June 28, 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 July 7, 2021.

Executive Committee

AGENDA INFORMATION SHEET

AGENDA DATE: June 28, 2021
DEPARTMENT: Administrator
DIRECTOR: Jason Dzwinel
PREPARER: Jason Dzwinel

Agenda Summary Live Streaming of County Board and Committee Meetings

The Executive Committee and the County Board has not made a formal policy decision on the streaming of our County Board and Standing Committee meetings. This practice was adopted to accommodate public access during the COVID-19 Pandemic.

To date 109 meetings have been streamed and these meetings have been viewed 2,192 times or for 711.43 hours. Statistics for the Ozaukee County YouTube Channel are below.

If the county wishes to continue the practice and service of streaming formal action should establish the practice. The recent investments in technology will allow for easy streaming of the meetings. Even if virtual attendance for County Board Members is no longer an option. Finally, all county meeting areas are equipped with the necessary network and equipment so the practice of streaming will not limit where our committees can meet.

There is no requirement to stream meetings; it is a convenience for the public. Staff requests that the Executive Committee discuss the practice of streaming so that the matter may be formally acted upon at a future meeting. The practice of streaming was discussed when the IQM2 Agenda Management Software was installed and the Executive Committee decided against the option.

STREAMING STATISTICS

Video title	Video publish time	Views	Watch time (hours)
TOTAL VIEWS		2192	711.43
County Board Organizational Meeting - 4/20: 9:00AM	Apr 21, 2021	251	109.482
County Board Meeting - July 15, 2020: 9:00 AM	Jul 15, 2020	118	34.1947
Executive Committee Meeting - 04.05.21: 3:00 PM	Apr 6, 2021	58	16.6206
County Board Meeting - August 19, 2020: 9:00 AM	Aug 19, 2020	48	15.2342
Health & Human Services Committee - September 22, 2020 - 9:00am	Sep 22, 2020	45	12.4481
County Board Meeting - 04.07.21: 9:00AM	Apr 8, 2021	44	5.7021
County Board Meeting - October 7, 2020: 9:00 AM	Oct 7, 2020	43	9.4531
County Board Meeting - July 1, 2020: 9:00 AM	Jul 1, 2020	43	15.4399
Health & Human Services Committee - July 28, 2020 - 9:00am	Jul 28, 2020	39	7.9203

Finance Committee Meeting August 27, 2020 - 8:30 AM	Aug 27, 2020	38	10.9596
Ozaukee County Board Meeting - August 5, 2020 - 9:00AM	Aug 5, 2020	36	21.0226
Ozaukee County Board Meeting - August 5, 2020 - 9:00AM	Sep 2, 2020	36	14.7972
Health & Human Services Committee - August 25, 2020 - 9:00am	Aug 25, 2020	35	12.6515
Ozaukee County Board Meeting - February 3, 2021: 9:00AM	Feb 4, 2021	34	18.7637
County Board Meeting - September 16, 2020: 9:00 AM	Sep 16, 2020	32	18.3727
Energy Action Commission	Aug 13, 2020	31	7.178
Health and Human Services Committee - February 23, 2021 - 9:00 AM	Feb 24, 2021	30	11.5551
County Board Meeting - January 20, 2021: 9:00 AM	Jan 21, 2021	30	12.7179
Public Safety Meeting - February 16, 8:15 am	Feb 17, 2021	30	9.4435
County Board Meeting - January 6, 2021: 9:00 AM	Jan 7, 2021	30	8.5685
Executive Committee Meeting 10052020 - 1:00PM	Oct 5, 2020	29	17.4682
Public Works - September 17, 2020 - 8:00 AM	Sep 17, 2020	29	9.3259
Public Safety Committee - 8:15 am : 4/21/21	Apr 22, 2021	28	1.0446
Executive Committee Meeting 06292020 - 3:00PM	Jun 30, 2020	28	7.8769
Health & Human Services Committee - June 23, 2020 - 9:00am	Jun 23, 2020	26	7.3394
Public Works Meeting - February 18, 2021	Feb 18, 2021	25	3.6644
County Board Meeting - October 21, 2020: 9:00 AM	Oct 22, 2020	24	10.1715
Health & Human Services Committee - November 24, 2020 - 9:00am	Nov 25, 2020	24	9.7303
Public Safety - Tuesday, September 15, 2020 - 8:15AM	Sep 15, 2020	23	4.7403
Executive Committee Meeting - November 30, 2020 3:00	Dec 1, 2020	23	2.5703
NRC Meeting - October 6, 2020: 8:00 AM	Oct 6, 2020	23	12.2288
Public Works Committee - April 22, 2021: 8:00AM	Apr 23, 2021	22	7.2867
Ozaukee County Board - March 3, 2021 - 9:00 AM	Mar 4, 2021	22	13.8218
Finance Committee Meeting June 25, 2020 - 8:30 AM	Jun 25, 2020	22	4.3924
County Board Meeting - March 17, 2021: 9:00AM	Mar 18, 2021	22	9.1878
Health & Human Services Committee - October 27, 2020 - 9:00am	Oct 28, 2020	20	6.126
Public Works Committee July 16, 2020	Jul 16, 2020	20	2.0765
County Board Meeting - June 2, 2021:	Jun 3, 2021	20	4.7194

9:00AM				
Public Works Committee - March 18, 2021: 9:00 AM	Mar 19, 2021	20	5.6161	
Natural Resources Committee - May 6, 2021: 8:00AM	May 7, 2021	20	7.4218	
Executive Committee Meeting - February 1, 2021 3:00 PM	Feb 2, 2021	20	9.8463	
Natural Resources Committee Meeting - 04.08.21: 8:00 AM	Apr 9, 2021	20	3.6887	
Public Works Meeting - May 20, 2021: 8:00AM	May 21, 2021	19	9.2568	
Health and Human Service Board Meeting	Apr 28, 2021	19	5.4414	
Executive Committee Meeting 08312020 3 00PM	Sep 2, 2020	19	3.8118	
Public Safety - Tuesday, August 18, 2020 - 8:15AM	Aug 18, 2020	18	4.5573	
Human Services - May 24, 2021: 9:00 AM	May 26, 2021	18	5.6194	
Public Safety Committee January 19, 2021: 8:15 AM	Jan 20, 2021	18	2.7319	
NRC - June 3, 2021: 8:00 am	Jun 4, 2021	17	5.9262	
Public Safety - Tuesday, December 15, 2020 - 8:15AM	Dec 16, 2020	17	2.9072	
Finance Committee Meeting September 24, 2020 - 8:30 AM	Sep 24, 2020	17	5.3564	
NRC Meeting - February 4, 2021: 8:00AM	Feb 5, 2021	16	3.4044	
Public Works - August 20, 2020 - 8:00 AM	Aug 20, 2020	16	7.5528	
NRC Meeting - August 6, 2020: 8:00 AM	Aug 6, 2020	16	9.7826	
Executive Committee Meeting - January 4, 2021 3:00	Jan 5, 2021	15	4.6947	
EXEC SPECIAL MTG - February 17, 2021	Feb 18, 2021	15	4.3138	
Public Works - January 21, 2021 - 8:00 AM	Jan 22, 2021	15	5.4741	
Executive Committee Meeting - 04.07.21: 8:30 AM	Apr 8, 2021	14	0.4999	
County Board Meeting - June 16, 2021: 9:00AM	Jun 17, 2021	14	5.2971	
Finance Committee Meeting June 25, 2020 - 8:30 AM	Jul 23, 2020	14	4.8097	
DOA Zoom		14	0.1194	
Public Safety - Tuesday, July 21, 2020 - 8:15AM		14	1.8505	
County Board Meeting July 1, 2020 9 00 AM Larson Presentation	Jul 9, 2020	13	1.3773	
NRC Meeting - September 3, 2020: 8:00 AM	Sep 3, 2020	12	3.2468	
Finance Committee	Mar 26, 2021	12	3.6037	
Executive Committee Meeting - January 20, 2021 8:15 AM	Jan 21, 2021	12	0.7017	
Finance Committee Meeting January 28, 2021 - 8:30 AM	Jan 29, 2021	12	5.855	

Finance Committee - April 29, 2021: 8:30 AM	Apr 30, 2021	12	2.2886
Finance Committee Meeting October 29, 2020 - 8:30 AM	Oct 30, 2020	11	5.7375
Public Works - November 19, 2020 - 8:00 AM	Nov 20, 2020	11	3.1913
Natural Resources Meeting - March 4, 2021: 8:00AM	Mar 5, 2021	11	3.7284
NRC Meeting - July 2, 2020: 8:00 AM	Jul 2, 2020	11	5.5107
Public Works - August 20, 2020 - 8:00 AM	Oct 23, 2020	10	4.7264
Jason Dzwinel's Zoom Meeting	Jun 18, 2021	10	2.0296
EXEC MTG - 3/1/2021: 3:00PM	Mar 2, 2021	10	5.036
NRC Meeting - November 5, 2020: 8:00 AM	Nov 6, 2020	10	2.2668
Health & Human Services Committee - January 26, 2021 - 9:00am	Jan 27, 2021	10	5.1664
PW MTG		10	5.1255
Executive Committee Meeting 08312020 - 3:00PM		9	8.2072
Finance Committee - February 25, 2021 - 9:00 AM	Feb 26, 2021	8	2.3471
County Board Meeting - June 3, 2020	Jun 3, 2020	8	0.303
Finance Committee - May 27, 2021	May 28, 2021	8	3.7099
NRC Meeting - January 7, 2020: 8:00 AM	Jan 8, 2021	7	0.7208
Energy Action Commission	Jan 13, 2021	6	0.504
Energy Action Commission	Mar 10, 2021	6	1.5162
County Board Meeting - June 17, 2020 - 9:00AM	Jun 17, 2020	6	0.8656
Ozaukee County Highway Department Ice Bucket Challenge	Aug 28, 2014	5	0.0353
Finance Committee Meeting November 20, 2020 - 8:30 AM	Nov 21, 2020	5	1.5288
Public Works - July 16, 2020 - 8:00 AM		5	2.497
Public Works Committee - June 18, 2020 - 8:00 AM	Jun 18, 2020	4	1.0937
HHS Meeting 05272020	May 27, 2020	4	0.1257
Ozaukee County Board Meeting - April 24, 2020 - 9:00AM	Apr 24, 2020	4	0.0087
County Board Meeting - May 20, 2020: 9:00 AM	May 20, 2020	3	0.7803
Executive Committee - March 17, 2021: 8:30 AM	Mar 18, 2021	3	0.2333
Ozaukee County Board Ice Bucket Challenge	Aug 28, 2014	3	0.0743
Ozaukee County Finance Committee 05282020	May 28, 2020	3	0.4334
Natural Resources Committee - June 4th, 2020	Jun 4, 2020	2	0.0266
County Board Meeting - March 17, 2021: 9:00AM	Mar 18, 2021	2	0.0081
Chairman Schlenvogt's Ice Bucket Challenge	Aug 22, 2014	2	0.0103
Public Safety - Tuesday, May 19, 2020 -	May 19, 2020	2	0.0776

8:15AM			
Public Safety - Tuesday, August 18, 2020	Aug 18, 2020	2	0.0492
- 8:15AM			
Ozaukee County 2016 Wellness	Jan 13, 2016	2	0.0098
Programming Presentation			
Public Safety - Tuesday, June 16, 2020 -	Jun 16, 2020	1	0.0061
8:15AM			
Public Works - September 17, 2020 -	Sep 17, 2020		
8:00 AM			
County Administrator Meaux's Ice	Aug 28, 2014		
Bucket Challenge			
Executive Committee Meeting 05182020	May 18, 2020		
- 3:00PM			
Ozaukee County Board Meeting - May 5,	May 5, 2021		
2021: 9:00AM			
Ozaukee County Board Meeting - May 5,	May 5, 2021		
2021: 9:00AM			
PW Committee Zoom	May 21, 2020		

Executive Committee

AGENDA INFORMATION SHEET

AGENDA DATE: June 28, 2021
DEPARTMENT: Administrator
DIRECTOR: Jason Dzwinel
PREPARER: Julie Winkelhorst

Agenda Summary Strategic Plan

Strategic Plan Scorecard

[<https://stories.opengov.com/ozaukeecountywi/published/1-pyhb6pP>](https://stories.opengov.com/ozaukeecountywi/published/1-pyhb6pP)

Section IV. Promote the County and Engage Citizens

[<https://stories.opengov.com/ozaukeecountywi/published/myuKXkTlZ>](https://stories.opengov.com/ozaukeecountywi/published/myuKXkTlZ)

Included are the other SP Section Links for reference:

Section I - [<https://stories.opengov.com/ozaukeecountywi/published/PaljKng0z>](https://stories.opengov.com/ozaukeecountywi/published/PaljKng0z)

Section II. - [<https://stories.opengov.com/ozaukeecountywi/published/2jpuHyldi>](https://stories.opengov.com/ozaukeecountywi/published/2jpuHyldi)

Section III. - [<https://stories.opengov.com/ozaukeecountywi/published/F0nMUKCai>](https://stories.opengov.com/ozaukeecountywi/published/F0nMUKCai)

Section V. - [<https://stories.opengov.com/ozaukeecountywi/published/P4_Xw60q4>](https://stories.opengov.com/ozaukeecountywi/published/P4_Xw60q4)

Section VI. - [<https://stories.opengov.com/ozaukeecountywi/published/_qugR_tcg>](https://stories.opengov.com/ozaukeecountywi/published/_qugR_tcg)