



MINUTES
EXECUTIVE COMMITTEE
REGULAR MEETING
MONDAY, JUNE 28, 2021 – 3:00 PM
ADMINISTRATION CENTER - AUDITORIUM
121 W MAIN STREET, PORT WASHINGTON, WI 53074

1. CALL TO ORDER

A regular meeting of the Executive Committee was held in the auditorium at the Administration Center.

Attendee Name	Title	Status	Arrived
L. Schlenvogt	Chairperson	Present	3:14 PM
P. Melotik	Vice-Chairperson	Present	
M. Wolf	2nd Vice- Chairperson	Present	
K. Geracie	Supervisor District 15	Present	
D. Korinek	Supervisor District 13	Excused	
R. Nelson	Supervisor District 6	Present	
B. Jobs	Supervisor District 3	Present	

Supervisor Jobs present as a voting member on behalf of Supervisor Korinek.

Staff present: County Administrator Dzwinel, Corporation Counsel Gorden, Policy & Budget Analyst Wittek, DOA Intern Snider, Finance Director McMahon (3:23 PM), and Chief Deputy County Clerk Henning.

Staff attending remotely: Deputy County Clerk Wallenkamp.

Others present: Connor Carynski, Ozaukee Press.

2. PROPER NOTICE

Vice-Chairperson Melotik called the meeting to order at 3:08 PM. The meeting was properly noticed.

3. PUBLIC COMMENTS, CORRESPONDENCE, COMMUNICATIONS

There were none.

4. APPROVAL OF MINUTES

a. May 24, 2021

Motion to approve the May 24, 2021 minutes as submitted.

EXECUTIVE COMMITTEE**RESULT: APPROVED [UNANIMOUS]****MOVER:** K. Geracie, Supervisor District 15**SECONDER:** R. Nelson, Supervisor District 6**AYES:** Melotik, Wolf, Geracie, Nelson, Jobs**ABSENT:** Schlenvogt**EXCUSED:** Korinek**5. ACTION ITEMS****a. Ordinance: Records Retention Ordinance**

Ms. Wallenkamp explained that Ozaukee County has a very minimal records retention policy. In January of this year, Ozaukee County took the first steps to formally accept and adopt each of the six (6) County General Records Retention Schedules. The requests were accepted by both the Wisconsin Public Records Board and Wisconsin Historical Society. It is now requested that a formal ordinance be created to make this a county wide requirement to protect, preserve and retain public records in all their forms.

Ms. Gorden explained that the ordinance also addresses how records may be stored, destruction of records, how a record is relevant to pending or potential litigation and open records requests.

3:14 PM Supervisor Schlenvogt in attendance.

Discussion regarding disposal and retention of records and paper and digital records.

Motion to approve the creation of the records retention ordinance. This ordinance will move forward to the County Board for final action.

EXECUTIVE COMMITTEE**RESULT: APPROVED [UNANIMOUS]****MOVER:** M. Wolf, 2nd Vice- Chairperson**SECONDER:** R. Nelson, Supervisor District 6**AYES:** Schlenvogt, Melotik, Wolf, Geracie, Nelson, Jobs**EXCUSED:** Korinek**b. Resolution: Telephonic and Video Attendance at County Board Meetings**

Supervisor Schlenvogt assumed the Chair

3:23 PM Finance Director McMahon joined the meeting.

Motion that telephonic and video attendance at county board meetings is hereby concluded as of July 7, 2021. This resolution will move forward to the County Board for final action.

EXECUTIVE COMMITTEE**RESULT: APPROVED [UNANIMOUS]****MOVER:** M. Wolf, 2nd Vice- Chairperson**SECONDER:** B. Jobs, Supervisor District 3**AYES:** Schlenvogt, Melotik, Wolf, Geracie, Nelson, Jobs**EXCUSED:** Korinek**6. DISCUSSION ITEMS****a. Prism Manufacturing/Zbiegien Request for Revolving Loan Fund Reimbursement**

Ms. Gorden informed the committee that the matter has been resolved.

b. Live Streaming of County Board and Committee Meetings

Mr. Dzwinel explained that the Executive Committee and the County Board has not made a formal policy decision on the streaming of County Board and Standing Committee meetings. There is no requirement to stream meetings; it is a convenience for the public and aligns with strategic goals to make government more accessible to the public. A policy will be brought forth at a subsequent meeting and meetings will continue to be live streamed.

c. Strategic Plan

Mr. Wittek explained that the Ozaukee County Strategic Plan 2020-2024 is comprised of six (6) strategic goals and reviewed Goal #4 - Promote the County & Engage Citizens. The strategic objectives and performance indicators and metrics of each objective were reviewed by Mr. Wittek and Mr. Dzwinel.

d. Schedule of County Board Meetings

July 7 - Regular meeting

July 21 - Clean Farm Families presentation; 2020 Audit; CED presentation by SEWRPC

Aug. 4 - Regular Meeting

Aug. 18 - TBD

Sept. 1 - Regular meeting

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

Finance Committee Chairperson Melotik reported on the strong financials and that the Treasurer has four foreclosed properties that will be listed for sale by sealed bid.

Public Safety Chairperson Nelson reported that interviews for Detective will be conducted at the July 20 Public Safety Committee meeting.

9. NEXT MEETING DATE

Monday, August 2, 2021

10. ADJOURNMENT

Motion made by Supervisor Nelson, seconded by Supervisor Melotik to adjourn. Motion carried. Meeting adjourned at 4:19 PM.

Lisa M. Henning, Chief Deputy County Clerk