



MINUTES
EXECUTIVE COMMITTEE
SPECIAL BUDGET MEETING
WEDNESDAY, OCTOBER 6, 2021 – 10:30 AM
ADMINISTRATION CENTER - AUDITORIUM
121 W MAIN STREET, PORT WASHINGTON, WI 53074

1. CALL TO ORDER

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

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

Staff present: County Administrator Dzwinel, Budget Manager Balke, Policy & Budget Analyst Wittek, Finance Director McMahon, Assistant Finance Director Pezanoski, Human Resources Director McDonell, and County Clerk Winkelhorst.

Others present: Supervisors Richart and Rishel.

2. PLEDGE OF ALLEGIANCE

Chairperson Schlenvogt called the meeting to order at 10:57 AM.

Committee members and guests stood and recited the Pledge of Allegiance.

3. PROPER NOTICE

The Clerk noticed the meeting as required.

4. PUBLIC COMMENT

There was none.

5. BUDGET OVERVIEW & WORKING LUNCH

2022 County Administrator's Budget Recommended

Mr. Dzwinel reviewed the highlights included in the Recommended Budget:

Three areas of focus are staff, taxpayers and fiscal health.

Budget recommendation decreases the Property Tax Levy 1.4% from 2021.

Review of General Fund and Special Revenue Fund Balances.

Total Budget \$90.9 Million, revenues of \$69.5 Million offset the expenses resulting in a Property Tax Levy of \$21.4 Million.

3% Cost of Living Allocation (COLA) assumed in Budget.

Assumed 5% increase in health insurance, although, a 2% renewal rate has been indicated. Recommendation is to leave the 5% number.

Net New Construction is \$308,000. Recommend increasing tax levy by new construction to support a county-wide salary study.

Budget contains a 2022 estimate of \$9.68 Million for sales tax based on staff projections. Wisconsin Counties Association estimates \$10.0 Million based on collections year to date.

Capital Reserve balance is anticipated to be \$839,000.

Review of Expansion Requests. Removed Clerk of Courts jury seating and office remodel to project fund consideration.

Compensation Study recommendation is to use \$308,000 Net New Construction, \$265,000 of Net New Construction from 2019 and assumed 2023 Net New Construction of \$300,000 for total funding of \$873,000. Human Resources Director McDonell distributed and reviewed as to why a wage study should be done, overview of what has been done previously, and the recommended path forward.

12:10 PM Recess

12:50 PM Reconvene. Supervisor Nelson out of attendance.

6. DISCUSSION ITEMS:

a. Review of County Administrator's 2022 Proposed Budget

1. Finance Committee Departments

Mr. Dzwinel reviewed the Finance Committee department highlights:

Department of Administration

County Administrator

Human Resources

Finance

Slight increase in department expenses mostly found in Salaries and Benefits, slightly offset by decreases in operating expenses. Increase in credit card revenue.

Upcoming retirement of Payroll Coordinator, staff is in the early stages of beginning the process of looking at replacing and combining programs into one software program.

County Board/County Clerk

County Board assumes a flat salary which would need to be adjusted if there is a proposed increase.

Increase in expenses due to four-election year cycle.

Corporation Counsel and Child Support

Increase in expenses due to Salary & Benefits.

County Treasurer

County Treasurer Morrison joined the meeting.

Decrease in expenses due to office restructuring in 2021. Assuming slight increase in revenues due to trending of interest and penalty fees.

1:08 PM Supervisor Nelson in attendance.

2. **Health & Human Services Committee Departments**

Lasata Senior Living CampusLasata Care CenterLasata CrossingsLasata Heights

Business Manager Kuemmerlein joined the meeting remotely.

Mr. Dzwinel reviewed the highlights for the Lasata Senior Living Campus. Budget does assume a downsizing of the Care Center facility. The Care Center does not include a \$50,000 to General Fund as payment in lieu of taxes.

Human Services

Human Services Director Drake joined the meeting.

Aging & Disability Resource Center and Aging Services Budget remains flat.

Human Services holds tax levy flat.

Ms. Drake spoke to the expansion request for three new positions and upgrades, all supported with revenues.

Public Health

Business Manager Buechler joined the meeting.

Ms. Buechler reviewed the changes in management structure and reassessing their needs. If there would be expansion requests there are COVID funds to cover.

Veterans' Services

Increase in tax levy for the part-time support position that was increased to full-time by the County Board.

3. **Natural Resources Committee Departments**

Mr. Dzwinel reviewed the Natural Resources Committee department requests:

Planning & Parks

Planning & Parks Director Struck joined the meeting.

Mr. Struck spoke to the Waubedonia Caretaker position that was changed from part-time to full-time due to the difficulty in filling the position and to create stability at Waubedonia Park.

Golf courses remain off the levy.

Land & Water Management

Land & Water Management Director Holschbach joined the meeting.

Mr. Holschbach spoke to the need for the expansion request for an additional position, a recommendation for office reorganization, and additional funding request for the Clean Farm Families program.

UW Extension

UW Extension Director Sarkady joined the meeting.

Ms. Sarkady spoke to the two expansion requests included in the budget.

Register of Deeds

Land Information

Increase in expenses due to increase of part-time position being added after reduction of full-time position in last year's budget.

Tax levy flat in Land Information. Decrease in Salaries and Benefits due to a retirement.

4. **Public Safety Committee Departments**

Sheriff

Sheriff Johnson, Undersheriff Knowles and Business Services Manager Nelson joined the meeting remotely.

Increase in budget due to Salaries and Benefits.

Sheriff Johnson spoke to the Expansion Requests for two Dispatchers and a School Resource Officer.

Clerk of Courts

Clerk of Courts M. Mueller joined the meeting remotely.

Ms. Mueller spoke to the increase in levy due to changes in revenue, unexpected expense with the court services agreement, and Salaries and Benefits.

District Attorney

District Attorney Gerol, Victim Witness Coordinator Haasch and Office Services Supervisor Marx joined the meeting remotely.

Mr. Gerol spoke to the two Expansion Requests for additional hours.

Coroner

There were no questions or concerns.

5. Public Works Committee DepartmentsFacilities

Public Works Director Edgren and Highway Financial Analyst Dzwinel joined the meeting remotely. Building Superintendents Tackes and Hicks joined the meeting.

Mr. Edgren provided an overview of expansion request for a full-time maintenance position at the Fairgrounds.

Highways

Budget remains flat.

Transit

Reduction in tax levy is the result of expected CARES funding to the department.

3:20 PM Recess

3:35 PM Reconvene

b. Review of 2022 Proposed Budget Expansion Requests, Staff Analysis, and Budget Amendments

Discussion on increasing the request of \$10,000 for the Youth Apprenticeship Program to \$15,000 by eliminating the funding of \$5,000 for Milwaukee 7; additional funding request of \$15,000 for Ozaukee Economic Development; additional funding request of \$15,000 for Family Promise; and reducing Ozaukee Tourism Council funding by \$5,000.

Review and discussion of the Expansion Requests for UW Extension Marketing position and Agriculture position. The recommendation is to fund \$11,000 for the Agriculture position

Discussion on the Sheriff's expansion request for two dispatcher positions and a School Resource Officer position. Sheriff Johnson joined the meeting remotely to address questions. The recommendation is to fund two dispatcher positions.

Review of District Attorney's expansion request for increase of additional hours for a part-time Victim Witness Specialist position and part-time to full-time for Paralegal Discovery Coordinator. District Attorney Gerol joined the meeting remotely. The recommendation is to approve.

County Board Chairperson recommended the increase in the Waubedonia Caretaker position from part-time to full-time due to the difficulty in hiring and extreme need to get someone hired. The funding of \$25,000 was not included in the budget; however, it is recommended to include in the list.

Land & Water Management Director Holschbach joined the meeting to respond to questions regarding the Expansion Requests for a new position of Conservation Planner - Soil Health Specialist, additional support for Clean Farm Families Program, and

reorganization of the department. In addition, Mr. Holschbach is requesting an additional \$15,000 to the already budgeted \$10,000 for stormwater permitting for NR151 requirement. Recommendation to fund the new position, the upgrade for the reorganization, decrease the funding for the Clean Farm Families Program from \$25,000 to \$10,000, and fund the additional request for \$15,000.

Further discussion on the total amount needed to fund the above and the remaining requests for increase in County Board Salaries and Fairgrounds Full-time Maintenance position.

7. ACTION ITEMS:

a. Executive Committee 2022 Budget Expansion Requests

Motion to approve the expansions requests as outlined below.

EXPANSION REQUESTS	
Milwaukee 7	\$ (5,000.00)
Youth Apprenticeship Program	\$ 15,000.00
Ozaukee Economic Development	\$ 15,000.00
Family Promise	\$ 15,000.00
Ozaukee Tourism	\$ (5,000.00)
UWEX Agricultural Position	\$ 11,000.00
2 Dispatcher Positions	\$ 126,000.00
DA Part-Time Victim Witness	\$ 8,600.00
DA Paralegal to Full-Time	\$ 45,000.00
Waubedonia Caretaker	\$ 25,000.00
LWM Conservation Planner-Soil Health Position	\$ 68,000.00
Clean Farm Families Program	\$ 10,000.00
CB Salaries	\$ 7,800.00
LWM Technical Support Specialist Position	\$ 7,400.00
NR151	\$ 15,000.00
Fairgrounds Full-Time Maintenance Position	\$ 60,000.00
Sales Tax Revenue	\$ (418,800.00)

EXECUTIVE COMMITTEE

RESULT: APPROVED [UNANIMOUS]

MOVER: M. Wolf, 2nd Vice- Chairperson

SECONDER: K. Geracie, Supervisor District 15

AYES: Schlenvogt, Melotik, Wolf, Geracie, Korinek, Nelson

b. Adoption of Executive Committee's 2022 Proposed Budget Recommendations to the County Board

Motion to approve the Ozaukee County 2022 Proposed Budget as presented by County Administrator Dzwinel with the amendments as outlined in the previous item.

		2021	2022	\$ Incr/(Decr) 2021-2022		% Incr/(Decr) 2021-2022
Total Tax Levy		\$21,842,530	\$22,118,522	\$275,992		1.3%
County Tax Levy		\$21,207,048	\$21,443,948	\$236,900		1.1%
Fed. Library Levy		\$635,482	\$674,574	\$39,092		6.2%
Total Tax Rate		\$2.06	\$1.99	-\$0.07		-3.2%
County Tax Rate		\$1.77	\$1.70	-\$0.07		-3.7%
Fed. Library Rate		\$0.29	\$0.29	\$0.00		0.1%

The 2022 Proposed Budget as recommended by the Executive Committee will move forward to the County Board for final action.

EXECUTIVE COMMITTEE

RESULT: **APPROVED [UNANIMOUS]**

MOVER: R. Nelson, Supervisor District 6

SECONDER: K. Geracie, Supervisor District 15

AYES: Schlenvogt, Melotik, Wolf, Geracie, Korinek, Nelson

8. ADJOURNMENT

Motion made by Supervisor Korinek, seconded by Supervisor Nelson to adjourn. Motion carried. Meeting adjourned at 4:55 PM.

Julianne B. Winkelhorst, County Clerk