



AGENDA  
OZAUKEE COUNTY BOARD  
REGULAR MEETING  
**WEDNESDAY, JANUARY 5, 2022 – 9:00 AM**  
**ADMINISTRATION CENTER - ROOM A-204**  
121 W. MAIN STREET, PORT WASHINGTON, WI 53074

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THE FOLLOWING BUSINESS WILL BE BEFORE THE COUNTY BOARD FOR INITIATION, DISCUSSION, CONSIDERATION, DELIBERATION AND POSSIBLE FORMAL ACTION:

*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:*

[County Board 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. PLEDGE OF ALLEGIANCE TO THE FLAG**

**3. CONFIRMATION OF APPOINTMENT FOR SUPERVISOR OF DISTRICT 18 -  
ERIC STELTER AND FOR SUPERVISOR OF DISTRICT 25 - CATHERINE  
FROHMAN**

**4. APPROVAL OF MINUTES**

December 1, 2021

**5. PUBLIC COMMENT**

Legislative Update

Chairperson's Proclamation

**6. COMMUNICATIONS**

**7. CLAIMS**

**8. REPORT OF COUNTY ADMINISTRATOR**

County Administrator's Report

County Board Rules

County Human Resources and Financial Management Software

County and Ozaukee Economic Development Business Loan Program

CBDG Advocates Expansion Grant

County Administrator Annual Review

**9. PRESENTATIONS**

**a. *Presentation of Option to Refinancing Lasata GO Debt***

*Brian Brewer, Managing Director, Baird Public Finance*

**b. *Compensation and Classification Study***

*Carlson Dettmann Consulting*

**10. RESOLUTIONS**

RES.21-50: Authorizing Ozaukee County to Enter into an Agreement with Carlson Dettmann Consulting to Conduct a Compensation and Classification Study

- RES.21-52: Acceptance and Implementation of the Wisconsin Division of Emergency Management State-Local Hazard Mitigation Grant Program Assistance Agreement (FEMA-DR-4477.03-R) Ozaukee County Acquisition Demolition Project for the Acquisition, Demolition and Restoration of the Property in the Floodway of the Milwaukee River at 1930 & 1936 Edgewater Drive in the Town of Grafton
- RES.21-51: Increase of Revenue 2022 - Land & Water Management
- RES.21-53: Declaration of the Second Saturday in May as World Migratory Bird Day and Authorization for Ozaukee County to Apply to Retain It's "Bird City Wisconsin" Recognition Status
- RES.21-54: Ozaukee County Land Information Plan 2022-2024
- RES.21-55: Project Fund Recommendation - HH Peters Youth Camp and Compensation Study
- RES.21-56: Amending Chapter 2.05 (2) of the Ozaukee County Policy & Procedure Manual - Policy to Schedule Public Informational Meetings - REVISED

## **11. ORDINANCES**

- ORD.21-8: Amendment to the County-Owned Lands Zoning Ordinance/Map through addition of the "County Highway KK Property", parcel number 07-020-07-000.01, and subsequent rezone to G-1

## **12. COMMITTEE APPOINTMENTS/REAPPOINTMENTS**

January 2022 Committee Appointments / Reappointments

## **13. COMMITTEE REPORTS AND SUPERVISOR ANNOUNCEMENTS**

## **14. ADJOURNMENT**

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.

# **Ozaukee County Board**

## **AGENDA INFORMATION SHEET**

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**AGENDA DATE:** January 5, 2022  
**DEPARTMENT:** Administrator  
**DIRECTOR:** Jason Dzwinel  
**PREPARER:** Julie Winkelhorst

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**Agenda Summary** Confirmation of Supervisor for District 18 and 25

### **ATTACHMENTS:**

- Eric Stelter - Dist. 18 (PDF)
- Catherine Frohman - Dist. 25 (PDF)

## Citizen Involvement Application Form

Boards of Interest: County Board Vacancy

First Name: Eric

Last Name: Stelter

Address: N54W5989 Portland Road

City: Cedarburg

State: WI

Zip: 53012

Phone: 262-375-1375

Email: eric@bellalei.com

### Background Information:

I've been involved in non-profit and city boards and committees for the last 20-years. Of the many engagements that I've served, I've always been very cognizant of the larger impact to the organization or community at large. My interest in the Ozaukee County Board is what I would consider the next step in my commitment to giving back to the community that I love.

I currently serve as an Economic Development (14 yrs) and Community Development Committee (3 yrs) member in the city of Cedarburg and have previously held a board position with the Cedarburg Cultural Center and Cedarburg Tourism and Promotional Development.

Professionally, I have been a technology and business consultant and advisor for the last 30+ years. I am engaged with a variety of clients small-medium sized organizations as a virtual CTO/CIO and/or advisor for IT infrastructure. I have strengths in automation and workflow systems, ERP/MRP (enterprise/material resource planning), virtualization and disaster recovery technologies and project management.

I am also a local small business owner of multiple companies:

**Bella Lei Salon Spa & Boutique:** With locations in Cedarburg and Port Washington, Bella Lei currently employs 38 staff members. Bella Lei has been in business since 2001 and has been honored with many accolades including Top Salon Spa, Top 200 in Nation and Trip Advisors #1 Salon Spa.

**TIZO.NET Data Continuity:** Provides off-site cold server storage, backup and a fail-over site for disaster recovery compliance. Main colocation facility in Cedarburg Wisconsin.

Very involved with Festivals of Cedarburg through the Bella Lei "Beauty for a Cause" events which have raised and contributed considerable amounts to local non-profits and charities. Involved with the promotion of the arts and tourism in Cedarburg, currently spearheading a new Visit Cedarburg effort with the city Administrator (Mikko Hilvo). Previously involved with St. Francis Borgia School and fund-raising efforts.

### Job Information:

Occupation: Technology Advisor

Current Employer: ETS Advisory Services

mobile #414-617-6584, more info: <http://etsadvisory.com>

## Citizen Involvement Application Form

Boards of Interest: County Board Vacancy

First Name: Catherine

Last Name: Frohman

Address: 10412 N Sunflower Ct

City: Mequon

State: WI

Zip: 53092

Phone: 414-897-3832

Email: cfrohman@outlook.com

### Background Information:

I feel I have a duty to serve. Life has been good to me. I am grateful for all the gifts I have been given and I feel a need to give back to help my community prosper.

I have had a career in Information Technology, the last 16 years I have supported Anthem applications for Healthcare and Finance. I am a certified Project Manager, have been a people Manager and I have a CISA certification for Audit and Controls. i was married to a to an owner of a Home Building business and have run construction projects for my own home.

I was on the HOA board for my subdivision for 10 years and President for 6 of those years. I participated in the local chapter of PMI for Project Managers.

### Job Information:

Occupation: IT Professional

Current Employer: Infinite Computer Systems

## Ozaukee County Board

### AGENDA INFORMATION SHEET

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|                     |                          |
|---------------------|--------------------------|
| <b>AGENDA DATE:</b> | <b>January 5, 2022</b>   |
| <b>DEPARTMENT:</b>  | <b>County Clerk</b>      |
| <b>DIRECTOR:</b>    | <b>Julie Winkelhorst</b> |
| <b>PREPARER:</b>    | <b>Julie Winkelhorst</b> |

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**Agenda Summary** December 1, 2021

[<https://www.co.ozaukee.wi.us/AgendaCenter/ViewFile/Minutes/ 12012021-2999>](https://www.co.ozaukee.wi.us/AgendaCenter/ViewFile/Minutes/12012021-2999)



# County Administrator's Report

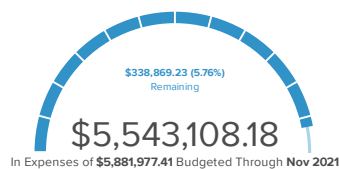
January 5, 2022

## FINANCE

- Approved Compensation and Benefits Study Vendor
- October sales tax was \$1,000,698, anticipated surplus to be more than \$1,000,000

### Finance Committee

Data Updated 3 days ago | [Prorated Budget](#)

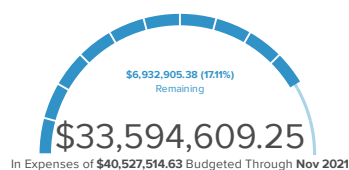


## HUMAN SERVICES

- Committee discussed current deficit at Lasata Care Center. Year end estimates to be in the \$1,500,000 range.
- Committee will discuss a reduction in bed licenses at Lasata Care Center in January.

### Health and Human Services

Data Updated 3 days ago | [Prorated Budget](#)

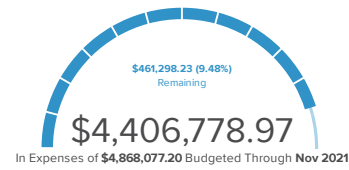


## NATURAL RESOURCES

- UW Extension piloting Farm Stress Planning program to assist agriculture community with financial analysis and decision making
- Bid for Lion's Den Park Shelter at \$460,000, septic and utility work bid separately
- Approved application for a \$2.5M grant to repave OIT

### Natural Resources

Data Updated 3 days ago | Prorated Budget

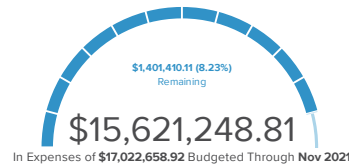


## PUBLIC SAFETY

- Approved promtional list

### Public Safety

Data Updated 3 days ago | Prorated Budget

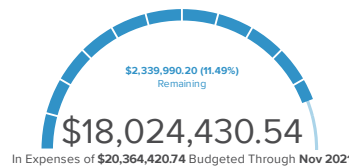


## PUBLIC WORKS

- Corporation Counsel inquiry to Wisconsin Attorney General to clarify Bridge Aid statutes
- Committee will discuss review and approval of equipment and capital budget to allow management to better react to limited vehicle supplies.

### Public Works

Data Updated 3 days ago | Prorated Budget



RESOLUTION NO. 21-50

AUTHORIZING OZAUKEE COUNTY TO ENTER INTO AN AGREEMENT WITH  
CARLSON DETTMANN CONSULTING TO CONDUCT A COMPENSATION AND  
CLASSIFICATION STUDY

WHEREAS, the compensation systems used by Ozaukee County have not been updated and revised for a substantial period of time, and have become outdated, inconsistent, and unnecessarily complex; and

WHEREAS, reviewing and updating Ozaukee County positions for internal equity and for parity with the larger public and private sector markets in southeastern Wisconsin serves as a cornerstone to the recruitment and retention efforts of our valuable human capital; and

WHEREAS, The Human Resources Department recently reviewed 40 county positions, across 15 departments, and compared the wages to other similar sized Wisconsin counties and found that wages were below market at ten-percent on average; and

WHEREAS, Compensation and benefits is the primary reason county employees identify in exit interviews for ending their employment relationship with Ozaukee County with sixty-two percent of outgoing employees rating their wages as fair or poor; and

WHEREAS, the Department of Administration has exercised due diligence in releasing Requests for Proposals to organizations specializing in public sector consulting to conduct a comprehensive classification and compensation study of all non-represented positions in Ozaukee County other than elected officials; and

NOW, THEREFORE, BE IT RESOLVED by the Ozaukee County Board of Supervisors that it hereby authorizes the County Administrator to enter into a contract with Carlson Dettmann Consulting to complete a thorough review of all non-represented positions in Ozaukee County for internal equity and for parity with the larger public and private sector markets in southeastern Wisconsin; and

FURTHER RESOLVED, that the compensation study shall include the review and update of job descriptions for all non-represented county positions; and

FURTHER RESOLVED, that the compensation study shall review the County Wage Scales in Section 3.02 of the Ozaukee County Policy and Procedural Manual to consolidate wage scales as appropriate, eliminate wage scales from outmoded collective bargaining agreements and streamline the administration of county payroll; and

FURTHER RESOLVED, that the private and public sector comparable organizations used for comparison shall be approved by the Finance Committee and County Board; and

FURTHER RESOLVED, that the compensation study shall implement a performance pay structure in an effort to retain high-performing employees.

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

*SUMMARY: Authorizing the County Administrator to enter into an agreement to conduct a Classification and Compensation Study.*

*VOTE REQUIRED: Majority*

FINANCE COMMITTEE

**RESULT:**        **APPROVED [UNANIMOUS]**

**MOVER:**        T. Richart, Vice-Chairperson

**SECONDER:**    J. Strom, Supervisor District 21

**AYES:**         P. Melotik, T. Richart, D. Larson, J. Strom

**EXCUSED:**     T. Winker

**Ozaukee County Board**  
**AGENDA INFORMATION SHEET**

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|---------------------|------------------------|
| <b>AGENDA DATE:</b> | <b>January 5, 2022</b> |
| <b>DEPARTMENT:</b>  | <b>Administrator</b>   |
| <b>DIRECTOR:</b>    | <b>Jason Dzwinel</b>   |
| <b>PREPARER:</b>    | <b>Jason Dzwinel</b>   |

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**Agenda Summary** Authorizing Ozaukee County to Enter into an Agreement with Carlson Dettmann Consulting to Conduct a Compensation and Classification Study

**BACKGROUND INFORMATION:** An Administrative staff review group received proposals from 6 classification and compensation vendors, and interviewed 4 vendors. Staff selected McGrath Human Resources Group of Wonder Lake, IL, and Carlson Dettmann Consulting of Madison, WI as the top 2 vendors. After receiving proposals from the two top vendors the Finance Committee has recommended Carlson Dettmann Consulting to complete an employee classification and compensation study.

The 2022 Budget includes a recommendation to complete a compensation study for all non-represented employees. The Finance Committee, County Administrator and the Administrative/Budget team support this effort to review county positions for internal equity and against the larger public sector and private sector market in southeastern Wisconsin. A compensation study serves as a cornerstone to the county's recruitment and retention efforts. The county allocates more than half of all of our budgetary costs to personnel - \$52 Million of a \$91 Million dollar budget in 2021. The importance of reviewing this critical expense cannot be understated. The proposals include a separate line item for completion of approximately 220 new job descriptions. The new job descriptions will be the basis of the wage study as well as ensure our employees know what is expected of them. Staff strongly recommends including the development of job descriptions as part of this project.

**ANALYSIS:** A compensation study benchmarks county positions against the competitors for the same talent that is the focus of recruitment efforts. The Human Resources Department recently looked at 40 county positions, across 15 departments, and compared the wages to other similar sized Wisconsin counties and found ours on average 10% below market.

A compensation study will allow the county to simplify its classification structures. Currently, the county maintains seven wage scales. Most are vestiges of collective bargaining agreements for unions that no longer exist. These scales pose a difficulty to maintain and update in our payroll system. Moreover, many departments have employees in more than one scale, an issue for internal equity. The compensation study will properly place each non-union position in the county into a single wage scale. This is important for the ease of administration of our payroll system. It has a more important benefit as it will establish paths for career advancement in the county workforce.

Over the past two decades the majority of middle-management positions have been eliminated in

efforts to control budgets. These were all prudent decisions, but eliminated many career paths that historically existed. A properly designed compensation structure will not only aid in recruitment ensuring that the county is competitive in the external market, but it allows management to identify our best performers and reward their efforts within the wage scale even in the absence of a promotional opportunity. While cost of living raises continue to be an important component in employee retention efforts they do not reward great work and in some cases may demotivate top performers.

Compensation and benefits is the primary reason county employees identify in exit interviews when ending their employment relationship with Ozaukee County. 62% of outgoing employees rated their wages as fair or poor. When recruiting, competitive compensation is often the first step that a possible employee takes when considering Ozaukee County employment. This is especially true for our professional positions that require degrees and professional certifications where the talent pool is limited. In the past twelve months Ozaukee County has recruited for twenty-five (25) management level positions. Approximately half received less than twenty (20) applications, with twenty-eight (28) applications on average. Three recruitments accounted for thirty-five percent (35%) of all applications.

In March 2021, our employees participated in the “Milwaukee Top Places to Work” employee engagement survey. The County had twenty-five (25) senior managers participate in the survey and they scored in the bottom 1 percentile of similar sized local governments in regard to satisfaction with their wages. In the last 12 months, we started new hires on average at Step 5 on our Non-Represented Wage Scale, which has 11 steps total. We have had 132 regular employees resign within their first year of employment since January 2020, which is an indication they are leaving for more money.

Department heads that have expressed concern to the Human Resources Department about inadequate wages for their staff within the last several years include Highway, Clerk of Courts, Human Services, Lasata, Planning & Parks, County Clerk, Land & Water, Public Health, and Sheriff’s Office.

The compensation study will assist the County in managing the risk of a potential violation of the Federal Equal Pay Act, Title VII of the Civil Rights Act, Americans With Disabilities Act, and/or the Wisconsin Fair Employment Act by ensuring positions are compensated based on the evaluation of job duties and not the person currently holding the job.

**FISCAL IMPACT:**

| <b>Carlson</b>                         | <b>Dettmann</b> | <b>Consulting</b> |
|----------------------------------------|-----------------|-------------------|
| Classification and Compensation Study: | \$85,000        |                   |
| Job Descriptions:                      | <u>\$14,500</u> |                   |
| TOTAL:                                 | <b>\$99,500</b> |                   |

**FUNDING SOURCE:** 401-1-01-60000-029 Capital Fund

**RECOMMENDED MOTION:** Authorize the County Administrator to enter into a contract with Carlson Dettmann Consulting to complete a thorough review of all non-represented positions in Ozaukee County for internal equity and against the larger public and private sector markets in southeastern Wisconsin.

**ATTACHMENTS:**

- Overview (PDF)
- Carlson Dettmann Proposal (PDF)
- Carlson Dettmann Revised Fee Proposal 2021-11-30 (PDF)

## **The Problem**

- Lagging wages compared to comparable WI counties
- Difficulty with retention and recruitment
- 7 wage scales is too many
- Internal inequity
- Limited ability to reward top performers

## **What we have done**

- Compensation study 15+ years ago
- Annual cost of living adjustments
- Position change requests with annual budget
- Employee engagement survey in March 2021
- 20% vs 12% health insurance premium

## Recommended path

- Compensation study will provide
  - Competitive wages
  - Simplify 7 scales to 1
  - Eliminate internal inequities
  - Allow departments to reward top performers with wages
  - Update exemption designations
  - Updated job descriptions

## Needs

- Hire vendor to complete compensation study in 2022 = \$100,000
- 2019, 2022, and 2023 Net New Construction to fund new wage scale implementation on January 1, 2023 = \$873,000

# CARLSON DETTMANN CONSULTING

*A Cottingham & Butler Company*

## PROPOSAL

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### Ozaukee County, WI

#### Proposal for Classification and Compensation Study

**February 25, 2021**

Contact:  
Patrick Glynn  
patrick.glynn@carlsondettmann.com  
920.629.4743

Attachment: Carlson Dettmann Proposal (RES.21-50 : Authorizing Ozaukee County to Enter into an Agreement with [VENDOR] to Conduct a

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## I. Company Background & Experience

**Carlson Dettmann Consulting** (CDC), is a Cottingham & Butler, Inc. Company. Cottingham & Butler (C&B), founded in 1887 and headquartered in Dubuque, Iowa, is one of the larger insurance brokerages in the United States. The following is a brief description of the journey CDC has taken:

- 1996: The partnership between **Charlie Carlson & Scott Dettmann**, Principal Consultants at Carlson Dettmann Consulting, began when they created **enetrix** (Survey Research Associates) with a group of partners. Enetrix pioneered internet-based salary surveys in addition to providing compensation consulting.
- 2008: Enetrix was acquired by **Gallup Corporation**, and during their time with Gallup, Charlie Carlson and Scott Dettmann continued their compensation and survey consulting, in addition to growing their consulting skills in the areas of employee engagement, performance management, leadership development, and strengths-based leadership.
- 2010: **Carlson Dettmann Consulting** was created when Charlie and Scott reacquired their consulting practice and served public, private, utility, and not-for-profit clients across the nation. While compensation work has been the backbone of the business, CDC has a successful employee engagement and performance management business as well.
- 2018: Carlson Dettmann Consulting entered into an acquisition with **Cottingham & Butler**. The acquisition provides clients a total-rewards approach where compensation consulting is balanced with benefits management.
- Current: Carlson Dettmann Consulting's (CDC) field consultants possess decades of management, human resources, labor relations and compensation experience. CDC's public sector team has extensive experience working in local government human resources, giving them the unique ability to truly understand the nature of the industry, setting them apart from other consulting firms without hands-on public sector experience.

## II. Project Personnel

Patrick Glynn, Senior Consultant, has nearly three decades of professional human resources and labor/employee relations experience, and would be the Project Director for this project. Glynn is a former county human resources director, past President of the Wisconsin Public Employers Labor Relations Association (WPELRA), and a past member of the Board of Directors of NPELRA. Glynn holds BA degrees in public administration and political science from the University of Wisconsin-Stevens Point.

Heather Barber, Consultant/Analyst, would be a project associate on this project. Barber has over 20 years of professional human resources experience and was most recently employed as the Director of Human Resources and Safety for the City of Neenah, Wisconsin, where she spent nearly 15 years. Barber holds a BBA in Human Resources Management in addition to SPHR, SHRM-SCP, and LEAN Government certifications.

Resumes for Glynn and Barber are attached.

## III. Scope of Services

It is our understanding that this study will cover approximately 225 job classifications. CDC would utilize a balanced approach, which combines external market analysis to assure competitive compensation and objective job evaluation to measure internal equity. A large portion of the County's classifications will have reliable market matches (i.e. benchmark jobs) regionally or locally as appropriate for the labor market in which

the County competes for talent. This process will be outlined in greater detail in subsequent sections of this proposal.

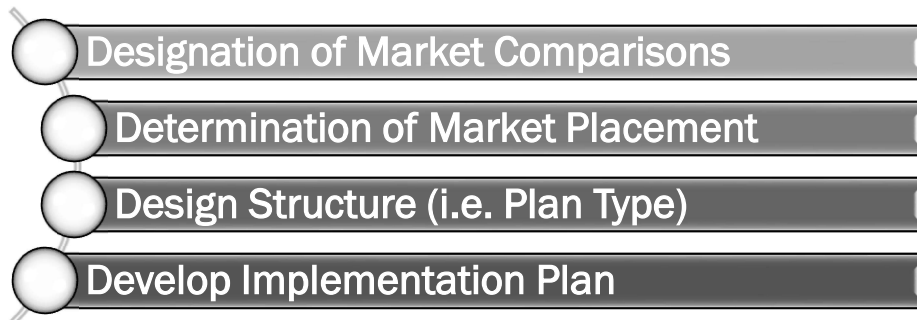
Additionally, information is included for additional services that CDC can provide, including performance evaluation development and training, and a complimentary review of the County's benefits.

### **Compensation Project Definition and Orientation**

The first step in this project would be refinement of the project plan to meet the specific needs of the parties. An initial meeting with the appropriate administrative team, as well as the key decision-makers (e.g. elected body), will help ensure mutual understanding concerning the scope and task sequence of the study and each party's role. Specific items to be addressed would include:

- An agreed upon, detailed timetable for the project — overall and interim steps. CDC has provided a generalized timetable for the County's consideration and follow-up discussion, which would be formalized along with a more detailed project scope.
- The system and process our firm utilizes to determine the relative value of each position using CDC's Point Factor Job Evaluation System.
- A discussion on the role that individual (or group) performance currently plays within the organization, and the desired role the County intends performance to play in future decisions.
- The policy and intentions of the parties with respect to correcting inequities that may be identified;
- The manner of communicating project progress to County leaders and staff.

At the outset of the study, and throughout the process, we would ask the County's decision-makers to provide guidance on four key policy questions:



We would lead a discussion on potential answers to these questions, offer our experience and suggestions, and develop the pros and cons of the various alternatives.

Further, we understand the desire to have an engaged employee-base. We have a pre-recorded, online presentation related to completing our JDQ (described below) that would frame the job documentation phase of the project for the employees. Whether it be live or recorded, we could also compile a presentation providing greater insight into the project steps and expected outcomes.

### **Job Documentation**

Position analysis is the formal process we use to gather and assess information about the duties, responsibilities and requirements of each position. In order to evaluate job content objectively and classify jobs, we need proper documentation with position responsibilities. This is the first part of the job evaluation portion of the project.

CDC can conduct position analysis using either of two methods. One method involves review of up-to-date job descriptions provided by the client. Assuming the County's job documentation is indeed up-to-date, we are comfortable utilizing existing documentation. The alternative method requires completing our Job Description

Questionnaire (JDQ). This can be used for all of the jobs in the study—which many clients choose—or for select jobs where the duties require better definition.

If the County determines the quality of existing job documentation is not sufficient for accurate evaluation, then the best way to obtain accurate information for projects such as this is to have employees describe their own jobs in a systematic, complete manner using the CDC JDQ. The sections of the JDQ correspond to the CDC Job Evaluation System factors to support system content reliability and validity.

Because the person performing the job is the single best source of information about the job, the County's employees become critical participants in this project. To use everyone's time and resources efficiently, the County would designate one employee per classification to complete a questionnaire for that classification. For any jobs with multiple incumbents, the County would coordinate a joint questionnaire, provided the duties among the incumbents are fundamentally the same. However, any employee who feels their job duties are unique should have an opportunity to complete a JDQ.

After we have had an opportunity to review the job documentation, we would interview the County's leadership team to better understand job responsibilities, the dynamics of each department, and any observations regarding compensation issues that department heads may wish to share. While we typically feel that employee interviews are unnecessary and costly, we are offering a per interview fee that the County can use to select additional staff that it wants CDC to interview.

Once we have completed a full review of the job documentation, the County can use the JDQ's to make appropriate revisions. We have attached a copy of the CDC JDQ.

### **Data Collection**

CDC would require certain additional information from the County. The data fields required for the wage analysis include the following individual data for the employees subject to the study:

- First Name, Last Name, Job Title, Department, Current Rate of Pay, Current FLSA Status, FTE, Annual Work Year, Gender, Current Grade, Current Minimum, Current Market Rate / Midpoint, Current Maximum, Hire Date, Job Date, Birth Date, and prior year W-2 Wage Data (as needed).

CDC would request other information relevant to our analysis, including:

- Organizational charts / tables of organization
- Current policies related to compensation
- Current wage schedules, including collective bargaining agreements
- Budget/revenue forecasts
- Prior year costs of employee compensation, including overtime data
- Past, present & projected future health insurance data
- Other benefit costs tied to payroll
- Special pay issues (e.g. on call pay; out of class pay; overtime rules; FLSA issues)
- Current performance evaluation documentation

### **Job Evaluation**

The purpose of job evaluation is to provide an objective means of ranking each position in an organization, independent of individual performance, into a hierarchy. In other circumstances, we could conduct this portion of the project either by conducting the evaluations independently as your consultant, or by using an employer-appointed job evaluation committee.

Our job evaluation methodology is based upon determination of clear or discernible differences in job content. Our system measures job content at objective levels in the following dimensions (otherwise known as "compensable factors"):



Each of these factors is broken down into sub-factors with point levels associated with measured levels on each factor. We have used the system in thousands of applications, and it consistently yields valid results. These factors of internal job worth have proven to be consistent with values found in our client organizations. Because of their breadth, they cover all main aspects of a job and are seen as relevant to employees at all levels in the organization. A summary explanation of the system is attached.

If the County desires to administer the classification of its own jobs post-project (a service numerous client request us to administer on their behalf), our recommendation would be to have a team of County personnel participate in the initial evaluation of jobs. At the very least, we would recommend that this team evaluate the “benchmark jobs” to ensure that there is adequate education as to the nuances and intricacies of our job evaluation system. This would require between three to five full-days of the team’s time to be trained and to evaluate the required number of jobs. If the team does not desire to evaluate its own jobs, we can still conduct a review session as this phase draws to a close to ensure a comfort level with the ratings assigned to the job(s), and to provide an overall, general understanding of our job evaluation system. There are no additional fees for approaching the job evaluation in this manner, but (1) we would request that this be decided at the beginning of the project and (2) the County would be required to sign nondisclosure documentation for continued access to our job evaluation system.

### **Market Analysis**

CDC would collect and analyze relevant labor market information for the County to determine competitiveness of base salaries. The County would have significant input into the selection of comparable public-sector employers to be surveyed. We would utilize this custom survey data, as well as excellent published data to augment the custom survey. CDC maintains an extensive survey library for this purpose.

As it specifically relates to the selection of comparable employers for this compensation engagement, we typically request data from between ten to twenty comparable organizations for each unique project, and we employ survey practices that ensure a high rate of data collection. The reasons for the large sample size are varied, but include the following:

- It guarantees that no single organization will influence the final results. This is equally true for high and low-paying organizations. Our final result is a representation of the true marketplace.

- Not every entity in the selected comparable pool has a similar position within their organization. A larger grouping provides a greater possibility that we'll have sufficient matches.
- In line with best practices for a compensation study, our goal is to achieve market matches (i.e. benchmark jobs) for between 40% and 70% of the jobs covered by the study, and over 50% of the employees covered by the benchmark jobs. A comprehensive pool of comparable employers increases the likelihood of meeting this target.
- Finally, a larger pool allows for a deeper analysis if different comparables are selected for different levels of positions. For example, many of our clients select a more local list of comparables for non-exempt positions, a more local/regional blend for professional and technical positions, and a regional/statewide (or national) grouping for managerial and department head positions.

We would engage the County in a dialogue, and provide professional guidance, to arrive at a list of public organizations for the custom survey consistent with the County's demographic characteristics. Our recommendations would be based on an exploration of information related to, but not limited to, the following: proximity, population, income per capita, property valuation per capita, housing values, municipal levy, hiring practices, commuting patterns, etc.

Further, in today's labor market, it is impossible to ignore comparable jobs in the private sector markets in which you compete. Our firm maintains an up-to-date and robust library of third-party surveys, which allows for aligning our recommended structures with both the private and public sectors. While not every public sector job has an analogue to the private sector (e.g. Chief of Police), there are ample comparisons to be made throughout the wage structure.

Ultimately, the choice of comparisons will be the County's responsibility; our role is to advise. However, we will lead the County through a discussion of potential answers to these questions, accompanied by recommendations, to help the County make its policy choices.

### **Pay Plan Design**

Using the results of the job evaluation process (internal relationships), market data (external competitiveness), the County's current pay practices, current performance evaluation system, strategic objectives, and other pay challenges (e.g. compression, highly competitive jobs, etc.), CDC would design an appropriate salary structure and provide to the County the policy recommendations necessary to develop the supporting policies.

We would provide pay plan implementation alternatives to fit the County's financial capacity. If there are positions deemed to be overpaid, then some version of "red-circling" would be the suggested method of moving forward with those situations.

### **Adoption/Presentations**

We are proud of our record of adoption and system continuation. We develop and present solutions that are sound, understood, and stand the test of time. We believe this is largely because we actively engage our clients in the decision-making process.

We advocate transparency in our consultations, so the County can expect an articulate, detailed discussion of our findings and recommendations. We not only encourage our clients to emphasize communication with employees at all steps of the process, but we would anticipate distinct conversations/presentations with the County leadership (e.g. leadership, committee, board, etc.) as it relates to market selection and placement, mid-project findings and update, review of policy questions, and a final report and presentation(s). A tool we've found useful in recent projects is an internet-based survey to gauge the opinions of the members of the elected body, as well as the directors/managers of the organization. Doing so allows us to better manage the

expectations of the various stakeholders, as well as providing us key insights to consider in our analyses and recommendations.

### **Employee Appeals:**

The County requested an appeal procedure. We recommended one so that an employee can request a review of the job evaluation and position classification outcome of this study. This appeal process can be critical to the validity and the acceptance of the process, especially in an environment where the outcomes are public information. An appeal of the job evaluation result refers to an objection to the pay grade in which the position has been placed.

We would conduct this appeal process after study recommendations are adopted by the County. The reasons why we recommend handling the appeal process in this way is that there is nothing to appeal until the recommendations are adopted. The appeal process is keyed toward individual cases, not the system itself.

This approach keeps the appeals process manageable. We believe the standard for an appeal should be that the job has changed substantially during the study so that it could not have been evaluated accurately or there has been a gross error.

### **Benefits Review: [OPTIONAL]**

Many firms provide health plan design and cost benchmarking based on per-employee per-year cost. This standard industry metric for financial performance is severely flawed, and inherently is oversimplified, causing many organizations to be comparing apples-and-oranges. Instead of using the typical metric of Per Employee per Year cost comparisons, Cottingham & Butler has a proprietary benchmarking solution that separates your data into 7 key metrics we track annually. Our Benefits teams' "3Cs Analysis", comprised of Coverage, Consumption, and Cost Sharing metrics, allows you to compare on an apples-to-apples basis the true cost-drivers of your plan, specific to your demographic and industry, allowing you to better pinpoint where you have opportunity.

Based on the metrics that represent the most significant opportunities, we will also include proposed strategies aimed at impacting those specific metrics. Not all strategies will be cultural fits, or items that can be implemented successfully in a single year, but we use this tool to build out the framework for our multi-year strategic planning with our Benefits clients.

Further, using our Total Rewards Analysis, we can also review the high-level costs and offerings of the County's total compensation program for the four major benefit categories in terms of overall cost: required benefits (social security, Medicare, unemployment and worker's compensation), paid time off, retirement, and medical coverage. If desired, we would be willing to provide confidential samples of our Total Rewards Analysis and Cottingham & Butler's 3C's insurance analysis. Although there are fees typically associated with these assessments, they are included as part of the project cost.

### **Job Performance Evaluation & Training: [OPTIONAL]**

The County indicated a desire to at a minimum explore the feasibility of a pay-for-performance system. In order to explore this option, the County must have a sound performance evaluation system in place. If there is not a system in place, we can provide an option to assist the Count in developing one. There would be two ways of accomplishing this project, if selected: a customized solution, or more of a "universal tool". Regardless of selected option, the first step in this portion of the project would involve discovery sessions. It's important to understand what the current practice around measuring and assessing performance has been in the County. This discovery process involves discussions with County leadership and insight from key users.

**Customized Option:** This discovery process would then be followed by the development or modification of performance standards. CDC would involve the leadership team through a facilitated process to identify and customize performance expectations to meet the strategic needs of the County. When designed and managed correctly, performance standards and expectations are both unique to each organization and linked to employee responsibilities. It is critical that the leadership team have a unified view of what is expected across the organization. Once CDC has a solid understanding of the current practices, we will develop recommendations focusing on tangible performance outcomes, clear expectations, and increasing the engagement relationship between the employees and their immediate supervisors.

The deliverables for the customized option include:

- a) Review current system (formal or informal) to determine strengths and weaknesses
- b) Conduct a system assessment (formal or informal) with key stakeholders
- c) Work with leadership to identify organizational performance values and establish performance standards
- d) Develop the measurement tool and implementation process.
- e) Review tool and process with leadership
- f) Provide training to staff on the process, tool and methods for maximizing the performance development discussions
- g) Policy development to assist in differentiating pay based upon performance
- h) Assess progress at the completion of the first year review cycle

**Universal Tool Option:** The deliverables for the “universal tool” option include:

- a) Provide the organization with a performance development tool allowing for minimal customization to organizational performance values. The tool is developed by our team, based on the elements we’ve determined to most relevant to the assessment of employee performance. The tool would differentiate between management employees and individual contributors (typically hourly, non-management employees).
- b) Develop a performance cycle and timeline recommendation based upon human resources’ insight.
- c) Provide training to staff on the process, tool and methods for maximizing the performance development discussions
- d) Policy development to assist in differentiating pay based upon performance

The final step in this portion of the project—regardless of the chosen option—will be to conduct training for managers to increase the effectiveness of performance discussions, sharing best practices and reviewing the new tool and process to be implemented. CDC will also conduct training for non-management staff to introduce the new tool and process while also equipping individuals to have more productive discussions with their managers around their own performance and development within the County.

## IV. Prior Experience / References

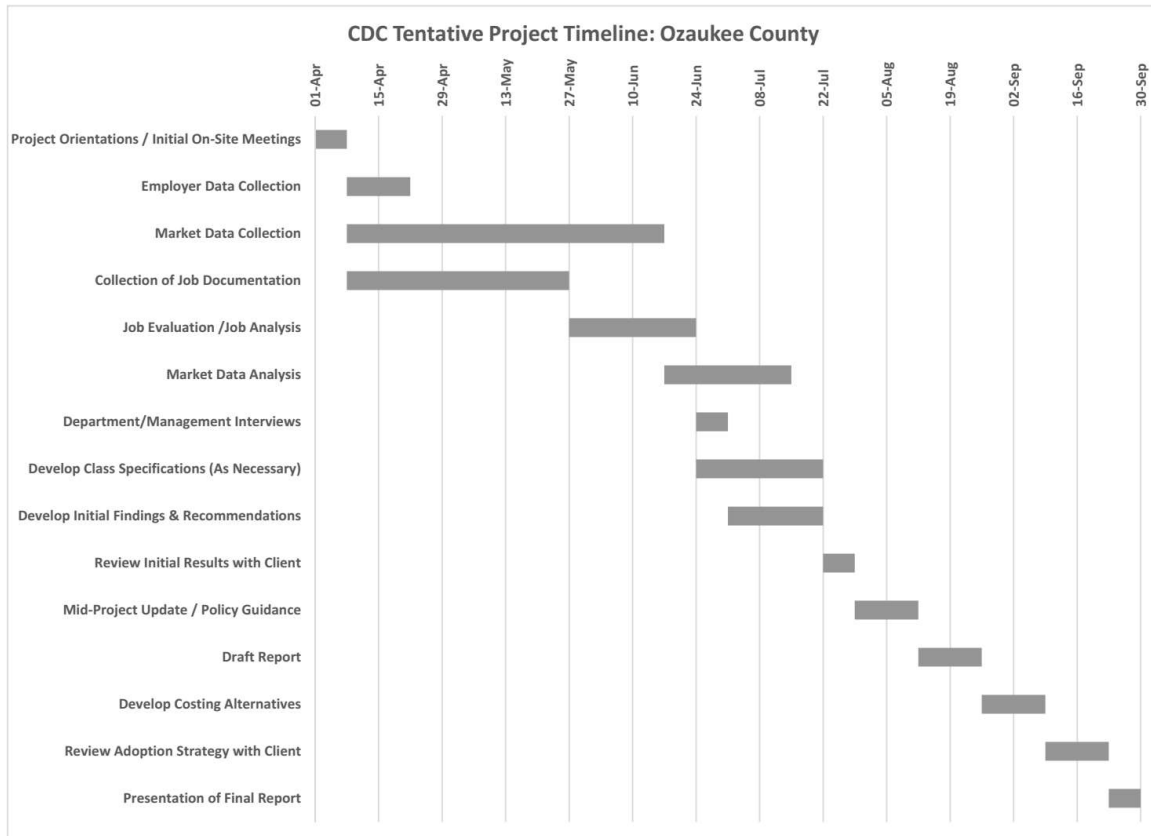
Carlson Dettmann Consulting has completed projects for hundreds of clients. Our public sector projects include counties, cities, villages, school districts, technical colleges and utilities. While we can provide additional references, if needed, we recommend the following recent projects completed by CDC:

| Client Name      | Description                                                                                                                     | Contact Info                                                                                 |
|------------------|---------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| Marquette County | Full classification & compensation study (2018), and post-project classification and HR consulting work.                        | Gary Sorensen, Administrative Coordinator<br>608.297.3001<br>gsorensen@co.marquette.wi.us    |
| Oneida County    | Full classification & compensation study (2013/14), market update (2019), and post-project classification work.                 | Lisa Charbarneau, Human Resources Director<br>715.369.6299<br>lcharbar@co.oneida.wi.us       |
| Pepin County     | Full classification & compensation study (2020).                                                                                | Micci Weiss, Personnel Director<br>715.672.8704<br>mweiss@co.pepin.wi.us                     |
| Richland County  | Full classification & compensation study (2018), including the county-owned nursing home, and post-project classification work. | Clinton Langreck, County Administrator<br>608.649.5960<br>clinton.langreck@co.richland.wi.us |
| Wood County      | Full classification & compensation study (2013/14), market update (2017), full classification & compensation study (2020/21).   | Kim McGrath, Human Resources Director<br>715.421.8591<br>kmcgrath@co.wood.wi.us              |

## V. Tentative Timeline

The following is a tentative timeline that spans from initiation of the project to final adoption. It is our best approximation of the steps and time needed to complete the project, but may require revision once the project is refined in our conversations with the County.

| Task                                                                      | Anticipated Completion |
|---------------------------------------------------------------------------|------------------------|
| Award of Contract .....                                                   | TBD by County          |
| Project Orientations / Initial (Virtual) Meetings .....                   | Week 1                 |
| Employer Data Collection .....                                            | Week 2 to Week 4       |
| Market Data Collection .....                                              | Week 2 to Week 10      |
| Collection of Job Documentation .....                                     | Week 2 to Week 8       |
| Job Evaluation / Job Analysis .....                                       | Week 8 to Week 12      |
| Market Data Analysis .....                                                | Week 10 to Week 14     |
| Department/Management Interviews .....                                    | Week 12 to Week 13     |
| Performance Standard Development and Leadership Discussions .....         | Week 12 to Week 16     |
| Develop Initial Findings & Recommendations .....                          | Week 13 to Week 15     |
| Review Initial Results with County .....                                  | Week 15 to Week 16     |
| Mid-Project Update / Policy Guidance .....                                | Week 16 to Week 17     |
| Draft Report .....                                                        | Week 17 to Week 19     |
| Develop Costing Alternatives .....                                        | Week 19 to Week 21     |
| Review Adoption Strategy with County .....                                | Week 20 to Week 22     |
| Presentation of Final Report .....                                        | Week 22                |
| Appeals Process .....                                                     | Following Adoption     |
| <b>[OPTIONAL]</b>                                                         |                        |
| Performance Evaluation System Review .....                                | Week 8 to Week 12      |
| Performance System and Tool Design Finalized and Training Conducted ..... | Week 16 to Week 20     |



## VI. Professional Fees

### Classification & Compensation Study:

The unit of work by which Carlson Dettmann Consulting prices and conducts its projects are the job(s) to be analyzed, rather than hours required to do the work or cost-per-phase in a project. This enables us to offer a firm fixed fee quotation that meets the interests of both our clients and our firm.

The total professional fee for the classification and compensation study would be \$85,000, inclusive of travel expenses. This fee anticipates up to six (6) trips for: [1] initial meeting(s) with the County's project team and/or County leadership; [2] onsite mid-project management interviews to ensure internal ratings are accurate and concerns are addressed; [3] an onsite meeting with the appropriate parties (e.g. leadership, board, committee, etc.) to review tentative findings and recommendations; [4] presentation to the appropriate decision-making body for action; and [5 & 6] reserved to be determined at a later date dependent on circumstances. Periodic status conferences and/or ad hoc meetings are anticipated and would be conducted via phone conferences or web-based technology (e.g. Zoom).

Our proposal is based upon an estimate of 225 job classifications. However, our experience has been that this count may eventually change during the course of a project. Accordingly, we propose adjusting the fee appropriately with the County invoiced \$375 for every job evaluation over the 225-job evaluation count.

### Job Description Creation: [OPTIONAL]

If the County desires CDC to draft new or job revised job descriptions, our fee to complete this task would be \$125 per job description (estimated at \$28,125). However, the County may also choose to use the completed JDQ's to update their own job documentation, after the project is completed.

While we would be willing to assist the County in re-writing their job descriptions, we believe there is a significantly more economical approach to this task. A summer internship (or employment) for a student studying human resources may be a logical choice. Assuming a competitive internship wage rate of \$15 per hour, and 70 workdays during the summer months, the County could conceivably complete this task for a great deal less than our quoted rate. At the discretion of the County, we would be available at our hourly rates to assist with the training of this intern, and to provide periodic review of the job descriptions. Regardless of the County's decision, the FLSA analysis—typically done when completing a job description—is included as part of the project fee.

#### **Classification Appeals: [OPTIONAL]**

Many of our projects include an appeals/review process following adoption of a new plan. Because the approach to appeals varies from client-to-client, we have found it easiest to include this as an optional add-on to a project. If the County desires to incorporate an appeals process, the County will be invoiced \$200 per appeal/review submitted for our review and recommendation, plus travel expenses.

#### **Performance Evaluation Creation and Training: [OPTIONAL]**

Our professional fee for the customizable option would be between \$17,500 and \$20,000, dependent upon the number of planning or training sessions to be included. If the County is interested in this option, we would work with the County to refine the desired scope. This is typically invoiced in three installments. The first invoice is sent upon your acceptance of a Professional Service Agreement and the second and third invoice would be sent in the consecutive months. Any associated project and travel expenses would be invoiced separately on a monthly basis until project completion.

Our professional fee for the universal tool option is \$7,500. This is typically invoiced in two installments. The first invoice is sent upon your acceptance of a Professional Service Agreement and the second upon the completion of training. Any associated project and travel expenses would be invoiced separately on a monthly basis until project completion.

#### **Additional Work / Hourly Rates: [OPTIONAL]**

Any additional work may be requested and agreed upon and would be invoiced at either our standard hourly rates of \$225, or for an additional project fee as mutually agreed upon by the County and CDC. We also understand that there are times when the City would decide to have employees interviewed. We would conduct employee interviews, as determined by the City, at the our hourly rate. Again, department head interviews are included as part of this proposal, and would not be subject to this fee.

#### **Post-Project Job Evaluation: [OPTIONAL]**

Once we enter the ongoing maintenance phase of the project, any classification reviews conducted for the County will be at our standard client-rate of \$275 per classification.

#### **Payment Schedule:**

The project fee would be paid in five (5) equal installments of the agreed upon project fee: initial payment due upon execution of a professional services agreement, second payment due at the start of the second month of the project, third payment due at the start of the third month of the project, fourth payment due at the start of the fourth month of the project, and the final payment due upon delivery of CDC's findings and recommendations to the County.

This proposal is valid until May 24, 2021. Thank you for the opportunity to submit this proposal, and we hope to have the opportunity to serve the County on this project and thereafter.

Respectfully submitted on February 25, 2021.



Patrick Glynn, Principal Consultant

## Attachments

- Résumés of Glynn and Barber
- CDC Job Description Questionnaire (JDQ)
- CDC Job Evaluation Summary
- Sample Project Report



## PATRICK GLYNN

### Career Highlights

Nearly three decades of progressive leadership experience in public sector administration, human resources management, and professional consulting, including the past several years as lead consultant on dozens of public sector projects successfully implemented and managed. As a leader in the profession, served four years as a member of the Board of Directors of the National Public Employers Labor Relations Association.

### Summary of Professional Experience

**Principal Consultant, Carlson Dettmann Consulting (a division of Cottingham & Butler) 2021 to present**

With a focus on public sector entities, responsible for the developing, managing, and delivering services relating to employee compensation and benefits, organizational planning, labor relations, and other human resources matters.

**Senior Consultant, Carlson Dettmann Consulting, LLC 2013 to present**

**Senior Consultant, Carlson Dettmann Consulting (a division of Cottingham & Butler) 2018 to 2021**

Advise clients on matters relating to employee compensation and benefits, organizational planning, labor relations, and other human resources matters.

**Human Resource Director, Calumet County 2000-2013**

Administered and coordinated all HR and labor relations activities for a County government of approximately 350 total employees. Actively pursued progressive and emerging trends in the areas of health insurance, employee wellness, classification and compensation, staffing, paid time off practices, etc.

**Human Resources Director, Sauk County 1998-2000**

Administered and coordinated all HR and labor relations related activities for a County government comprised of approximately 675 total employees. Responsible for all facets of HR administration including, but not limited to: personnel policies and ordinances, internal consultation, recruitment and selection, collective bargaining and contract administration, compensation management, employee benefits, records management, etc.

**Administrative Coordinator, Marquette County 1996-1998**

Served as the County's first-ever full-time Administrative Coordinator for an organization of approximately 160 total employees. Responsible for managing the day-to-day administrative affairs for a County government including, but not limited to: budget development and management, employee benefits, liaison between governing body and departments, risk management/loss control, HR/labor relations, IT administration, etc.

**Personnel/Computer Coordinator, Marquette County 1994-1996**

Served as the organization's first-ever Personnel/Computer Coordinator. Responsible for developing and maintaining all human resources systems, collective bargaining and labor relations, payroll administration, recruitment and selection, IT administration, etc.

### Education and Background

University of Wisconsin-Stevens Point, Bachelor of Arts 1994  
Public Administration/Political Science



## PATRICK GLYNN

University of Wisconsin-Milwaukee  
Certificate in Human Resource Management

2000

### Honors and Awards

NPELRA Pacesetter Award (2001); NPELRA President's Award (2009); NPELRA Pacesetter Award (2011)

### Organizations/Associations

World@Work; Fox Valley SHRM (in addition to Wisconsin & National membership); WPELRA (President: 01/2012 to 01/2014); NPELRA (Board of Directors: 04/2013 to 04/2017); Milwaukee Area Compensation Association (MACA)

### Select Presentations

- *"Total Rewards: Striking The Right Balance"* (Co-Presenter), Cottingham & Butler (March 2020)
- *"The Road Ahead: Changes and Trends in the Modern Workforce"*, Illinois Public Employer Labor Relations Association (October 2019)
- *"What to Expect When Expecting ... A Pay Study"*, Wisconsin Facilities Management Association (May 2019)
- *"Job Documentation & Compensation in Local Government"*, Wisconsin Counties Association (February 2018)
- *"Compensation Program Development"*, Lakeshore Area Human Resources Association (October 2017)
- *"Pay for Performance - What Works (and What Doesn't)"*, WI Associated Builders and Contractors (October 2017)
- *"Pay Equity: Prepare Now Or Pay Later"*, ABRC (May 2017)
- *"Basics of Costing Contracts"*, National Public Employer Labor Relations Association (April 2016)
- *"Developing a Compensation Plan"*, WI Associated Builders and Contractors (February 2016)
- *"Compensation Management in a Union (and Non-Union) Environment"*, National Public Employer Labor Relations Association (October 2015)
- *"Employee Relations and Total Rewards Management"*, National Public Employer Labor Relations Association (August 2015)
- *"Classification and Compensation – What does it Mean in 2013?"*, Wisconsin City/County Manager Association (February 2013)
- *"Take it to the Bank - Paid Time Off (PTO) as an Option for Providing Employee Leave Banks"*, National Public Employer Labor Relations Association (October 2012)
- *"Compensation Studies in the Post-BRB World"* (Panelist), Wisconsin Public Employer Labor Relations Association (September 2012)
- *"Union Negotiations in the New Landscape"*, Wisconsin Counties Association (September 2011)



## Heather C. Barber, SPHR, SHRM-SCP

### EXPERIENCE

Carlson Dettmann Consulting, a Cottingham & Butler Company 10/19 to present  
**Consultant**

- Evaluate positions based on job-specific criteria in addition to relevant market data to recommend appropriate compensation
- Provide human resources assistance to clients in a variety of areas including recruitment, benefits, job description creation, engagement, policy-development, etc.
- Support and encourage the use of process improvement and lean government tools, providing education as needed
- Work closely with government leaders to create and implement strategic initiatives

City of Neenah

12/2004 to 10/2019

**Director of Human Resources and Safety**

**(previous City of Neenah titles were Deputy Director and HR Coordinator)**

- Oversaw all Human Resources and Safety functions for union and non-union municipal government employees
- Developed, interpreted and administered personnel policies adopted by the Common Council, and established procedures consistent with such policies
- Created and implemented recruitment plans and developed and administered valid and legal selection procedures including tests, interviews, etc.
- Managed City benefit programs, recommended creative changes to control costs while keeping benefits competitive including adding an employee clinic
- Established compensation system, recommended funding and distribution strategies to Mayor and Common Council for inclusion into operating budget
- Conducted internal investigations for discipline and fitness for duty and recommended / administered employee discipline
- Began the City's LEAN journey, and oversaw the City's continuous improvement program
- Ensured compliance with all human resources laws including, equal opportunity, FLSA, FMLA, ADA, etc.
- Negotiated union contracts and responded to grievances
- Supervised the development, implementation, and maintenance of the City's comprehensive Safety and Worker's Compensation Programs



Air Wisconsin Airlines Corporation

10/2002 to 12/2004

**Leave of Absence / Disability Specialist**

- Coordinated FMLA and general medical leaves for 2000 airline employees nationwide, based on laws within each state
- Tracked and managed worker's compensation for all employees

**Recruiter**

- Traveled extensively to recruit new employees in various locations
- Performed all duties associated with recruitment including advertising, application screening, testing, interviewing, making employment offers, etc.

**EDUCATION**

**Bachelor of Business Administration in Human Resources Management**

University of Wisconsin at Whitewater

Magna Cum Laude

**CERTIFICATION**

**Senior Professional in Human Resources (SPHR)**

**SHRM Senior Certified Professional (SHRM-SCP)**

**Lean in Government Certificate, FVTC**

**OSHA 30-Hour Card**

# CARLSON DETTMANN CONSULTING

*A Cottingham & Butler Company*

## REVISED FEE PROPOSAL

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### Ozaukee County, WI

#### Proposal for Classification and Compensation Study

November 30, 2021

Contact:  
Patrick Glynn  
patrick.glynn@carlsondettmann.com  
920.629.4743

## VI. Professional Fees

### Classification & Compensation Study:

The unit of work by which Carlson Dettmann Consulting prices and conducts its projects are the job(s) to be analyzed, rather than hours required to do the work or cost-per-phase in a project. This enables us to offer a firm fixed fee quotation that meets the interests of both our clients and our firm.

The total professional fee for the classification and compensation study, including the creation of new job descriptions, would be \$99,500, inclusive of travel expenses. <sup>1</sup>

This fee anticipates up to four (4) trips for: [1] initial meeting(s) with the County's project team and/or County leadership; [2] an onsite meeting with the appropriate parties (e.g. leadership, board, committee, etc.) to review tentative findings and recommendations; [3] a presentation to the appropriate decision-making body for final action; and [4] reserved to be determined at a later date dependent on circumstances.

We would conduct the management (i.e. department head) interviews remotely/virtually to ensure internal ratings are accurate and concerns are addressed. It is anticipated that these interviews would span all or part of two to three days. Further, periodic status conferences and/or ad hoc meetings are anticipated and would be conducted via phone conferences or web-based technology (e.g. Zoom) at no additional fee.

Our proposal is based upon an estimate of 225 job classifications. However, our experience has been that this count may eventually change during the course of a project. Accordingly, we propose adjusting the fee appropriately with the County invoiced \$375 for every job evaluation over the 225-job evaluation count.

### Classification Appeals: [OPTIONAL]

Many of our projects include an appeals/review process following adoption of a new plan. Because the approach to appeals varies from client-to-client, we have found it easiest to include this as an optional add-on to a project. If the County desires to incorporate an appeals process, the County will be invoiced \$200 per appeal/review submitted for our review and recommendation, plus travel expenses.

### Performance Evaluation Creation and Training: [OPTIONAL]

Our professional fee for the customizable option would be between \$17,500 and \$20,000, dependent upon the number of planning or training sessions to be included. If the County is interested in this option, we would work with the County to refine the desired scope. This is typically invoiced in three installments. The first invoice is sent upon your acceptance of a Professional Service Agreement and the second and third invoice would be sent in the consecutive months. Any associated project and travel expenses would be invoiced separately on a monthly basis until project completion.

Our professional fee for the universal tool option is \$7,500. This is typically invoiced in two installments. The first invoice is sent upon your acceptance of a Professional Service Agreement and the second upon the completion of training. Any associated project and travel expenses would be invoiced separately on a monthly basis until project completion.

### Additional Work / Hourly Rates: [OPTIONAL]

Any additional work may be requested and agreed upon and would be invoiced at either our standard hourly rates of \$225, or for an additional project fee as mutually agreed upon by the County and CDC. We also understand that there are times when the City would decide to have employees interviewed. We would

<sup>1</sup> The creation of revised job descriptions will be based upon the submitted job documentation and mid-project management interviews and, therefore, will require that the job documentation be thoroughly reviewed by the County (or its managers) prior to submission for our review and analysis.

conduct employee interviews, as determined by the City, at the our hourly rate. Again, department head interviews are included as part of this proposal, and would not be subject to this fee.

**Post-Project Job Evaluation: [OPTIONAL]**

Once we enter the ongoing maintenance phase of the project, any classification reviews conducted for the County will be at our standard client-rate of \$275 per classification.

**Payment Schedule:**

The project fee would be paid in five (5) equal installments of the agreed upon project fee: initial payment due upon execution of a professional services agreement, second payment due at the start of the second month of the project, third payment due at the start of the third month of the project, fourth payment due at the start of the fourth month of the project, and the final payment due upon delivery of CDC's findings and recommendations to the County.

This proposal is valid until February 28, 2022. Thank you for the opportunity to submit this proposal, and we hope to have the opportunity to serve the County on this project and thereafter.

Respectfully submitted on November 30, 2021.



Patrick Glynn, Director of Total Rewards Consulting

RESOLUTION NO. 21-52

ACCEPTANCE AND IMPLEMENTATION OF THE WISCONSIN DIVISION OF  
EMERGENCY MANAGEMENT STATE-LOCAL HAZARD MITIGATION GRANT  
PROGRAM ASSISTANCE AGREEMENT (FEMA-DR-4477.03-R) OZAUKEE COUNTY  
ACQUISITION DEMOLITION PROJECT FOR THE ACQUISITION, DEMOLITION AND  
RESTORATION OF THE PROPERTY IN THE FLOODWAY OF THE MILWAUKEE RIVER  
AT 1930 & 1936 EDGEWATER DRIVE IN THE TOWN OF GRAFTON

WHEREAS, the FEMA Hazard Mitigation Grant provide resources to assist states, tribal governments, territories and local communities in their efforts to implement a sustained pre-disaster natural hazard mitigation program; and

WHEREAS, the purpose of the Hazard Mitigation Grant is to reduce overall risk to the population and structures from future natural disasters such as flooding; and

WHEREAS, the 1930 and 1936 Edgewater Drive property in the floodway of the Milwaukee River sustained heavy flood damage on numerous occasions; and

WHEREAS, the owners of the property at 1930 and 1936 Edgewater Drive voluntarily elect to participate in the FEMA flood hazard mitigation grant program; and

WHEREAS, the Park and Open Space Plan for Ozaukee County approved by the Ozaukee County Board of Supervisors on June 1, 2011, recommends the county establish a nine-acre park site which consists largely of lands within the floodplain and floodway of the Milwaukee River, known as the Edgewater Subdivision Properties; and

WHEREAS, the 1930 and 1936 Edgewater Drive property in the Town of Grafton, are both located in the proposed nine-acre park area recommended per the County Park and Open Space Plan; and

WHEREAS, the 1930 and 1936 Edgewater Drive property will be added to River Oaks County Park, a park recently established as a result of four previous flood hazard mitigation projects; and

WHEREAS, the Town of Grafton Board, a project partner, has been awarded a State Municipal Flood Control Grant which will provide the required local match of 50% respectively.

NOW, THEREFORE, BE IT RESOLVED that the Ozaukee County Board of Supervisors, hereby agrees and authorizes the Land and Water Management Department to accept the Hazard Mitigation Grant Program Funds and implement the Wisconsin Division of Emergency Management State-Local Hazard Mitigation Grant Program Assistance Agreement (FEMA-DR-4477-WI) Ozaukee County Acquisition Demolition Project, Project Number DR-4477.03-R to acquire the respective 1930 and 1936 Edgewater Drive property, in the floodway of the Milwaukee River in the Town of Grafton, and demolish the improvements and complete site restoration.

FURTHER RESOLVED, that the 1930 and 1936 Edgewater Drive property be made part of River Oaks County Park and be maintained in perpetuity as open space, in compliance with the FEMA Flood Hazard Mitigation Grant Program.

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

*SUMMARY: Acceptance & Implementation of Hazard Mitigation Grant Program for the Acquisition and Demolition of 1930 and 1936 Edgewater Drive Property.*

*VOTE REQUIRED: Majority*

NATURAL RESOURCES COMMITTEE

12/02/21

Natural Resources Committee

APPROVED

|                  |                                         |
|------------------|-----------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>             |
| <b>MOVER:</b>    | N. Minkel-Dumit, Supervisor District 26 |
| <b>SECONDER:</b> | B. Ross, Supervisor District 19         |
| <b>AYES:</b>     | B. Jobs, N. Minkel-Dumit, B. Ross       |
| <b>EXCUSED:</b>  | R. Holyoke                              |

**Natural Resources Committee**  
**AGENDA INFORMATION SHEET**

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|                     |                                  |
|---------------------|----------------------------------|
| <b>AGENDA DATE:</b> | <b>January 5, 2022</b>           |
| <b>DEPARTMENT:</b>  | <b>Land and Water Management</b> |
| <b>DIRECTOR:</b>    | <b>Andy Holschbach</b>           |
| <b>PREPARER:</b>    | <b>Andy Holschbach</b>           |

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**Agenda Summary** Acceptance and Implementation of the Wisconsin Division of Emergency Management State-Local Hazard Mitigation Grant Program Assistance Agreement (FEMA-DR-4477.03-R) Ozaukee County Acquisition Demolition Project for the Acquisition, Demolition and Restoration of the Property in the Floodway of the Milwaukee River at 1930 & 1936 Edgewater Drive in the Town of Grafton

**BACKGROUND INFORMATION:** The FEMA Hazard Mitigation Grant Program provide resources to assist states, tribal governments, territories, and local communities in their efforts to reduce overall risk to the population and structures from future natural disasters such as flooding. The grant is administered by the Wisconsin Division of Emergency Management.

FEMA via Wisconsin Division of Emergency Management awarded Ozaukee County flood hazard mitigation grant program funds to acquire the properties at 1930 and 1936 Edgewater Drive in the floodway of the Milwaukee River in the Town of Grafton, and to remove the structures from the floodway. In addition to acquisition, the funds will be used for demolition of the structures and site restoration. The properties will become part of River Oaks County Park and be maintained in perpetuity as open space. River Oaks County Park was newly established as a result of four previous flood hazard mitigation projects completed by the county using similar grants. The Edgewater Subdivision Flood Mitigation Project Area (map provided), which includes the 1930 and 1936 Edgewater Drive properties, is in the area recommended for acquisition by the county in the Park and Open Space Plan approved by the county board on June 1, 2011. The project area was designated as a future county park.

The Town of Grafton is again partnering with the county and has received a State Municipal Flood Control Grant to provide the required local match of 50% respectively.

The Ozaukee County Highway Department will do the demolition and site restoration, as was the case for the previous four projects.

On November 7, 2019 The Natural Resources Committee approved the Submittal of the FEMA Hazard Mitigation Grant application. **NATURAL RESOURCES COMMITTEE RESULT: APPROVED [UNANIMOUS] MOVER:** R. Holyoke, Supervisor District 22 **SECONDER:** B. Jobs, Vice-Chairperson **AYES:** Rothstein, Jobs, Gall, Holyoke, Ross

**ANALYSIS:** The combination of federal and state funds will cover the cost of the project. Total estimated cost for acquisition, demolition, and site restoration is \$538,877. The project involves

four parcels totaling 1.70 acres.

FISCAL IMPACT: \$538,877

FUNDING SOURCE:

County Levy: \$0

Non-County Levy: \$538,877

Indicate source: FEMA \$202,079.

WI Emergency Management: \$67,360

WI Municipal Flood Control Grant (via Town of Grafton): \$269,438

RECOMMENDED MOTION: Approval to accept and implement the Wisconsin Division of Emergency Management State-Local Hazard Mitigation Grant Program Assistance Agreement for the acquisition, demolition, and restoration of the properties in the floodway of the Milwaukee River at 1930 and 1936 Edgewater Drive in the Town of Grafton.

**ATTACHMENTS:**

- 00 - 4477.03-R Ozaukee WEM Award Letter (PDF)
- 02 - 4477.03-R Ozaukee State-Local Agreement Final (PDF)
- Edgewater Map showing location with Grafton and Saukville (PDF)
- 1930 & 1936 Location Map - Project Area (PDF)
- Grafton\_MFCG Award Letter (2) (PDF)



**STATE OF WISCONSIN**  
**DEPARTMENT OF MILITARY AFFAIRS**  
 DIVISION OF EMERGENCY MANAGEMENT

Greg Engle  
 Acting Administrator

Tony Evers  
 Governor

November 10, 2021

Andy Holschbach, Manager  
 Ozaukee County Land and Water Management  
 121 W Main St | PO Box 994  
 Port Washington, WI 53074

RE: Ozaukee County – Acquisition Demolition Subgrant  
 Project Number: DR-4477.03-R  
 FAIN: 4477DRWIP00000005  
 DUNS Number: 071159479

Dear Andy:

I am pleased to inform you that the Federal Emergency Management Agency (FEMA) has approved funding for Ozaukee County's Hazard Mitigation Grant Program (HMGP) project subgrant under Federal Disaster Declaration FEMA-4477-DR-WI, declared March 11, 2020. The subaward is approved in the amount of \$538,877.00 for the acquisition demolition of two flood prone properties.

FEMA provides 37.5% of the funding or \$202,078.87. The State of Wisconsin through Wisconsin Emergency Management provides 12.5% of the non-federal share or \$67,359.63. The remaining \$269,438.50 is the community's required 50% local match.

Attached is a signed electronic copy of State-Local HMGP Grant Program Assistance Agreement. Please carefully review the Agreement and sign it. Keep one copy for your records and return a scanned original of the agreement to our office. **This Agreement must be signed before funds can be drawn on the subaward.**

Per the State-Local agreement you are required to submit Quarterly Status Reports (template is enclosed), within 15 days of the end of each quarter (October 15, January 15, April 15, and July 15), and a final report covering all aspects of the project within 30 days of project completion.

To receive reimbursement of expenses you will need to complete and submit to this office a Request for Reimbursement of Expenses form (enclosed), along with supporting documentation (invoices and proof of payments). Advancement of funds requires prior approval from this office and will only be made in extraordinary circumstances. The final request for reimbursement is due within 30 days of completion of the project.

Project Number: DR-4477.03-R  
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DUNS Number: 071159479

Ozaukee County, Wisconsin  
Page 2 of 3

Please refer to the Assurances for Construction and Non-Construction Projects, DMA Form 1017A, which was signed and submitted with the application, for other state and federal laws and program requirements relating to the subaward which must be adhered to. FEMA and this office provide subaward funds and program guidance; however, the community is responsible for administering the subaward and implementing the project.

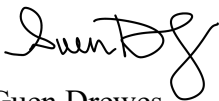
In completing the project, the community will need to adhere to the conditions indicated in the enclosed approval letter for the REC (Record of Environmental Consideration) dated October 5, 2021.

The community must also follow 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. This includes following federal, state, and local procurement requirements, whichever are stricter. A WEM Procurement Resource Guide is enclosed to assist you.

Additionally, Ozaukee County must maintain an active System for Award Management (SAM) registration with current information through the life of the subaward. You are required to review and update information in the SAM database on an annual basis. This is required for WEM to disburse funding.

After reviewing this letter and the attachments, please contact me or another staff member to schedule a meeting to discuss program policies and procedures for subaward administration and project implementation.

If you have questions, please email me at [Guenevere.drewes@wisconsin.gov](mailto:Guenevere.drewes@wisconsin.gov).  
Sincerely,



Guen Drewes  
State Hazard Mitigation Officer  
Wisconsin Division of Emergency Management

Enclosures:

- Original FEMA approval letter
- State-Local Hazard Mitigation Grant Program Assistance Agreement
- Budget Summary
- Record of Environmental Consideration
- Request for Reimbursement Request, DMA Form 167
- Quarterly Status Report, DMA Form 168
- Model Statement of Voluntary Participation Form
- Model Warranty Deed Restrictions
- Duplication of Benefits Subrecipient's Verification Form
- Steps to Assign ICC Coverage

Attachment: 00 - 4477.03-R Ozaukee WEM Award Letter (RES.21-52 : Hazard Mitigation Grant - LWM)

Project Number: DR-4477.03-R  
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Ozaukee County, Wisconsin  
Page 3 of 3

- WEM Procurement Resource Guide

Cc: Scott Ziegler, Ozaukee County Emergency Management Director  
Ben Schliesman, Southeast Region Director, Wisconsin Emergency Management  
Mary Zahn, Southeast Region Office Associate, Wisconsin Emergency Management

Attachment: 00 - 4477.03-R Ozaukee WEM Award Letter (RES.21-52 : Hazard Mitigation Grant - LWM)

**WISCONSIN DIVISION OF EMERGENCY MANAGEMENT**  
**State-Local Hazard Mitigation Grant Program Assistance Agreement**  
**(FEMA-DR-4477-WI)**  
**Ozaukee County Acquisition Demolition Project**

**Project Number: DR-4477.03-R**  
**FAIN: 4477DRWIP0000005**  
**DUNS Number: 071159479**

This Assistance Agreement between the Wisconsin Division of Emergency Management (WEM/ the recipient) and Ozaukee County (the subrecipient) shall be effective on the date signed by WEM and the subrecipient. It shall apply to all Hazard Mitigation Grant Program (HMGP) assistance provided by or through WEM to the subrecipient for the grant 4477.03-R

The purpose of this agreement is to formally recognize the goals of the HMGP and to establish guidelines by which HMGP funds are to be used. This agreement is in addition to the requirements outlined the Assurances for Construction and Non-Construction Projects (DMA Form 1017A that was signed by the subrecipient and submitted with the HMGP subapplication.

Be it resolved by the subrecipient, that the individual named below:

Andy Holschbach, Director, Ozaukee County Land and Water Management Department  
*(Name and Title)*

has the legal authority and is hereby authorized to execute documents for and on behalf of the subrecipient. The designated individual is to be the authorized representative for obtaining HMGP funds.

The subrecipient hereby assures and certifies that the project will comply with the applicable State of Wisconsin and federal regulations. Also, the subrecipient gives assurance and certifies with respect to and as a condition for the subaward the following at a minimum:

1. This Assistance Agreement in the amount of \$538,877.00 will serve as the contract between WEM and the subrecipient for the purpose of acquisition and demolition of 2 properties located in the floodplain of the Milwaukee River. 37.5%, or \$202,078.87, is the federal share funded through FEMA. 12.5%, or \$67,359.63, is the state share funded through WEM. The remaining 50%, or \$269,438.50, is the required local program match (may not be comprised of other federal funds or match to other federal funds, i.e. EMPG or match to EMPG). If there is a cost under-run for the project, final reimbursement for the federal and state shares of the project costs will be adjusted based on the actual costs of the project. If costs exceed the amount approved, the subrecipient is responsible for the costs in excess of the approved subaward.

FEMA also approved \$13,471.92 in Subrecipient Management Costs (SRMC). FEMA awards the funding in increments of \$25,000.00, up to the total approved.

2. The subrecipient will adhere to the special conditions as identified in the approval letter for the Record of Environmental Consideration (REC), dated October 5, 2021 in completing the project.

- The subrecipient must follow all applicable local, state, and federal laws, regulations, and requirements for the abatement and disposal of lead, asbestos, and other routinely encountered hazardous substances. If there is an unusual material encountered or there is an extraordinary amount of lead, asbestos, or other routinely encountered material, the subrecipient must also contact the recipient and the relevant agency with authority for regulation of the material.
- If ground-disturbing activities occur during implementation, the subrecipient will monitor excavation activity, and if any artifacts or human remains are found during the excavation process all work is to cease, and the subrecipient will notify WEM, FEMA, and the State Historic Preservation Officer (SHPO).
- If deviations from the proposed scope of work result in design changes, the need for additional ground disturbance, additional removal of vegetation, or in any other unanticipated changes to the physical environment, the subrecipient must contact WEM immediately and a re-evaluation under NEPA and other applicable environmental laws will be conducted by FEMA.
- During demolition of the structure, placement of equipment and stockpiling of structural debris will be confined to the front and back of the structure; heavy equipment will, where possible, be kept on the driveway, the street, or other hard surfaces.
- Erosion control measures as defined by the WDNR must be maintained throughout the project to avoid impacting nearby waterways.
- No on-site disposal of demolition debris will be allowed; all debris resulting from the demolition must be deposited in an approved landfill area; no debris can be deposited in wetland or floodplain areas. A local or state permit may be necessary for construction in the floodplain and must be obtained prior to any construction on this project.
- No on-site granular material will be excavated or stripped to use for capping the foundation and/or for final landscaping.
- Best management practices will be applied to the property.
- If petroleum underground storage tanks or septic systems are present, they should be abandoned according to state regulations.
- If Private septic tanks must be abandoned according to Wis. Admin. Code NR 812 and per Wisconsin Department of Commerce codes.
- If private water supply wells are present, they should be properly abandoned per Wis. Admin. Code NR 812.26. All unused wells shall be properly filled and sealed before demolition work begins, and wells discovered during demolition work must also be

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properly filled and sealed in accordance with NR 812.26. Submit Well Abandonment Report Forms (DNR Form #3300-5) to DNR.

- A Notification of Demolition and/or Renovation and Application for Permit Exemption (Wis. Admin. Code NR 406, 410, and 447) may be required. Contact DNR to request additional information and permit application materials.
  - Steel, concrete, and other demolition materials should be recycled to the extent possible. Waste that cannot be recycled must be characterized and managed properly.
  - The subrecipient must secure an erosion control permit under Wis. Admin. Code NR 216 if the project will impact more than one acre.
  - If demolition activities result in an area of disturbance of more than 10,000 square feet within 300 feet of the waterway, then a Chapter 30 permit approval will be required. The application can be found at <http://dnr.wi.gov/permits/water/>. If dewatering is required, the dirty water removed should be pumped into a stilling basin before it is allowed to enter any waterway.
  - All borrow or fill material must come from pre-existing stockpiles or commercially procured material from a pre-existing source. If this is not the case, the subrecipient shall inform FEMA of the fill source so required agency consultations can be completed and FEMA approval will be required prior to beginning ground disturbing activities.
  - All debris resulting from the demolition of existing structures must be deposited in an approved landfill; no debris can be deposited in floodplain or wetland.
  - Any change to the approved Scope of Work will require re-evaluation for compliance with NEPA and other Laws and Executive Orders.
  - This review does not address all federal, state, and local requirements. Acceptance of federal funding requires subrecipient to comply with all federal, state, and local laws. Failure to obtain all appropriate federal, state, and local environmental permits and clearances may jeopardize federal funding.
3. The prospective participants were provided and signed the written "Notice of Voluntary Participation Statement" which states that participation in the program is voluntary and that the subrecipient will not use eminent domain authority to acquire the property should negotiations fail.
  4. The subrecipient will provide the "Statement of Voluntary Participation" signed by the property owner and the subrecipient based on the fair market value of the property as determined by the approved appraisal for the property.
  5. The subrecipient has consulted with the US Army Corps of Engineers and determined that no plans exist for the property for the construction of flood damage reduction levees including berms, floodwalls, and dikes; has rejected consideration of such measures in the future in the project area; and instead has chosen to proceed with acquisition of permanent open space.

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6. The subrecipient has coordinated with the Wisconsin Department of Transportation to ensure that planning or future use documents do not contain any planned improvements or enhancements to federal aid highway systems or other state transportation projects that would affect the property proposed for acquisition.
7. The subrecipient will provide certification that each participant who will receive pre-event fair market value is a National of the United States or qualified alien by asking all acquisition project participants (property owners) to certify that they are either a national of the United States or a qualified alien. Participants who refuse to certify, or who are not nationals of the United States or qualified aliens, will receive no more than the appraised current fair market value for their property.
8. The existing structure will be removed within 90 days of acquisition. The FEMA Regional Administrator may approve a time extension in extenuating circumstances. Time extension requests must be submitted in a timely manner and prior to 90 days from the date of acquisition.
9. Once this Assistance Agreement is signed and returned to WEM, the subrecipient may begin the project and the authorized representative may request reimbursement of expenses as identified in the budget included in the approved subapplication. The subrecipient will need to complete and submit to WEM a Request for Reimbursement of Expenses with appropriate documentation in order to receive subaward funds. Advancement of funds may be made in some extraordinary situations upon prior approval of the recipient.

COSTS INCURRED PRIOR TO FEMA APPROVAL OF THE SUBAWARD, UNLESS PRE-AWARD COSTS WERE INCLUDED AND APPROVED IN THE SUBAPPLICATION, ARE NOT ALLOWABLE COSTS FOR THE SUBAWARD.

10. The authorized representative will be required to submit Quarterly Status Reports to the State Hazard Mitigation Officer (SHMO) within 15 days of the end of the quarter (January 15, April 15, July 15, and October 15 each year). Said reports will include the status of the project, anticipated completion date, and financial information.
11. The subrecipient will meet the following timeline for completing this grant, as outlined in the City's approved sub-application:

|            |                                |
|------------|--------------------------------|
| Start Date | No later than December 1, 2021 |
|------------|--------------------------------|

|                 |             |
|-----------------|-------------|
| Completion Date | May 1, 2022 |
|-----------------|-------------|

If the subrecipient is delayed in their completion of the grant by an event beyond their control, a request for an extension must be received in writing 90 days prior to the completion date.

12. The performance period for the HMGP grant subaward will be September 6, 2021 to September 6, 2024.
13. The final request for reimbursement and a final report covering all aspects of the grant will be due 30 days after completion of the scope of work. The project is considered complete

after demolition of structures and restoration of all properties to open space uses. The final report must include the following:

- Copies of signed Offer Agreement(s) and/or Offer Decline(s)
  - Statement(s) of Voluntary Participation signed by the property owner(s)
  - Copies of Title Opinion(s) and/or Title Insurance
  - Closing Settlement Statement(s)
  - Transfer(s) of Sale
  - Copies of the recorded Warranty Deed(s) with the required FEMA deed restrictions
  - Photo(s) of the property site(s) after project completion
  - Copy of relocation plan approval letter and relocation assistance documents, if applicable
  - Latitude and longitude coordinates for each property in the project
  - Identification of repetitive loss properties in the project
  - Copies of permits and forms as identified in the approval letter for the Record of Environmental Consideration and in number 2 of this document
  - Signed Environmental Closeout Declaration
  - Other information as required
14. The subrecipient will comply with applicable provisions of the State's Relocation Law, Wisconsin Statutes Chapter 32, Section 32.19-32.27, (per Attorney General opinion dated January 12, 1979) and Wis. Admin. Code Adm 92 for tenants of rental properties.
  15. The subrecipient will comply with Federal Uniform Relocation Assistance and Real Property Policies Act of 1970, as amended, (49 CFR Part 24) for tenants of rental properties.
  16. The HMGP funds requested for the project shall not duplicate benefits received from any other disaster assistance program.
  17. The subrecipient will comply with the requirements of the Privacy Act. Information covered by the Privacy Act (i.e. names, addresses, award amounts, etc. of participants) may be released to agencies for the sole purpose of preventing duplication of benefits. Information may not be used for outreach, canvassing, referral, or other similar programs. Information should not be provided to agencies not directly concerned with the acquisition program.
  18. Any profits made from the sale, recycle, reuse, etc. of any properties or parts of properties acquired through the HMGP will be used towards the mitigation project or deducted from the subaward amount.
  19. Property acquired through the HMGP must be maintained in perpetuity for open space per 44 CFR Part 80.19, Land Use and Oversight. The property cannot be used to construct flood damage reduction levees, transportation facilities, or other incompatible purposes. No new

structure will be erected on the property other than a restroom or public facility that is open on all sides and functionally related to open space use. Any type of re-use, including open space uses and construction of any structure, must be pre-approved by WEM and FEMA. Any structure must be constructed in compliance with the state and local floodplain management ordinances, meet National Flood Insurance Program minimum requirements, and be compatible with open space uses and floodplain management policy and practices. Allowable open space uses can include, but are not limited to, parks, nature preserves, cultivation, grazing, and unimproved pervious parking areas.

20. The deed conveying the property to the subrecipient must reference and incorporate Exhibit A, Model Deed Restrictions, attached to the State-Local HMGP Statement of Assurances for Property Acquisition Projects signed by the subrecipient on August 18, 2021.
21. The subrecipient must submit to the recipient every three years a report certifying that it has inspected the subject property within the month preceding the report, and that the property continues to be maintained in a manner consistent with the provisions of the subaward. If the subject property is not maintained according to the terms of the subaward, the recipient and FEMA will take measures to bring the property back into compliance.
22. The subrecipient is responsible for the continued maintenance of acquired property upon completion of the project and is responsible for ensuring that the property is maintained in accordance with required land use restrictions.
23. Per 44 CFR Part 80.19(b), approval must be obtained from the recipient agency (WEM) and the FEMA Regional Administrator before entering into a lease or easement or conveying ownership of the property to any other party. The subrecipient may convey a property interest only to a public entity or to a qualified conservation organization. Conveyance of any property interest must reference and incorporate the original deed restrictions. If the subaward is still open, any income from sale or lease of the land must be deducted from the overall cost of the project.
24. No future disaster assistance for any purpose from any federal source will be sought or provided with respect to the acquired property.
25. The HMGP funds requested for the project shall not duplicate benefits received from any other disaster assistance program.
26. The subrecipient will use HMGP funds solely for the purpose for which they are provided.
27. The subrecipient shall maintain good standing with the National Flood Insurance Program (NFIP) and comply with local regulations pertaining to the NFIP.
28. The subrecipient will update their floodplain ordinance to meet the current Wisconsin Department of Natural Resources requirements.
29. The subrecipient will comply with all other policies and guidelines established by FEMA and WEM in administering the HMGP.

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DUNS Number: 071159479

30. The subrecipient will follow 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards:
- Transfer of funds among budget cost categories in any approved budget with a federal share in excess of the Simplified Acquisition Threshold (\$150,000 at the time this agreement was drafted) shall receive the prior approval of FEMA when such cumulative transfers among those cost categories exceed 10% of the total budget. (2 CFR Part 200.308(e))
  - Cost-sharing requirements found in 2 CFR Part 200.306.
  - Requirements for equipment and supply purchases and procurement found in 2 CFR Part 200 Sections 313, 314, and 322, respectively.
31. The subrecipient will follow 2 CFR Part 225, Cost Principles for State, Local, and Indian Tribal Governments.
32. Any publication resulting from work performed under this agreement shall include an acknowledgement of FEMA financial support and a statement that the publication does not constitute an endorsement of FEMA or reflects FEMA's views. The recipient and FEMA are free to copyright any original work developed under this agreement, and reserve a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the work for government purposes.
33. The subrecipient will not enter into cost-plus-percentage-of-cost contracts for completion of the HMGP project.
34. The subrecipient will not enter into any contract with any party that is debarred or suspended from participating in federal assistance programs. (See <https://www.sam.gov>.)
35. Per 2 CFR Part 25, register and maintain an active System for Award Management (SAM) (<http://www.sam.gov>) registration with current information through the life of the subaward. The subrecipient is required to review and update information in the SAM database on an annual basis from the date of initial registration or subsequent updates to ensure it is current, accurate, and complete.
36. Records shall be retained three years following the date the HMGP is closed for Wisconsin's Presidential Disaster Declaration FEMA-4477-DR-WI in accordance with 2 CFR Part 200.333.

Project Number: DR-4477.03-R  
 FAIN: 4477DRWIP0000005  
 DUNS Number: 071159479

**SIGNATURE OF SUBRECIPIENT'S AUTHORIZED REPRESENTATIVE:**

\_\_\_\_\_  
 Date: \_\_\_\_\_

\_\_\_\_\_  
 Name (printed)

\_\_\_\_\_  
 Title

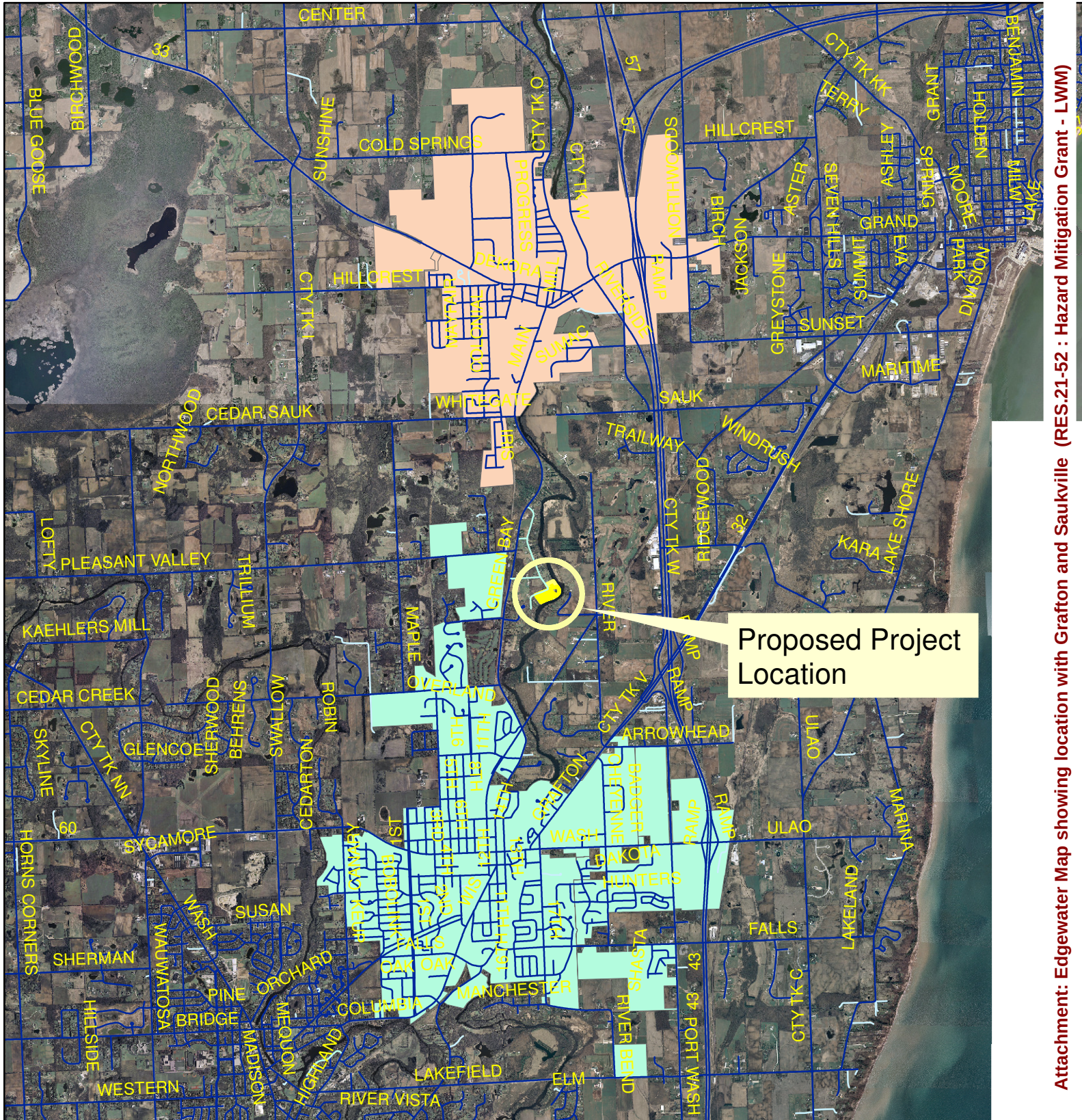
\_\_\_\_\_  
 Jurisdiction

**SIGNATURE OF THE RECIPIENT (WISCONSIN DIVISION OF EMERGENCY MANAGEMENT):**

 \_\_\_\_\_  
 Date: November 10, 2021  
 Hazard Mitigation Section Supervisor

Attachment: 02 - 4477.03-R Ozaukee State-Local Agreement Final (RES.21-52 : Hazard Mitigation Grant - LWM)

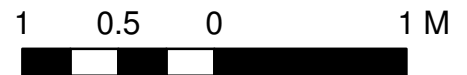
# Edgewood Subdivision Flood Mitigation Project Area



Proposed Project Location

## Legend

- Roads —
- Project Area
- 100 yr. general floodplain
- FLOODWAY
- Village of Grafton
- Village of Saukville



Attachment: Edgewater Map showing location with Grafton and Saukville (RES.21-52 : Hazard Mitigation Grant - LWM)

# Edgewater Subdivision Flood Mitigation Project Area



Attachment: 1930 & 1936 Location Map - Project Area (RES.21-52 : Hazard Mitigation Grant - LWM)

## Legend

- |                                                                                                           |                                                                                                          |
|-----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
|  River_Oaks_County_Park |  1930_Edgewater_Drive |
|  Project Area           |  1936_Edgewater_Drive |

October 29, 2019



200 100 0 200 Feet





January 5, 2021

► **REQUIRES IMMEDIATE ACTION** ◀

**Municipal Flood Control**  
**Grant# MFC-70738-20**  
**Grant Amount: \$264,540.00**

Lisa Kien, Municipal Clerk  
Town of Grafton  
1230 11<sup>th</sup> Avenue  
Grafton, WI 53024

Dear Ms. Kien:

Congratulations! On behalf of the Governor, we are pleased to forward to you a grant agreement for financial assistance for the following project: ***Flood Mitigation Project - 1930 & 1936 Edgewater Drive.***

The agreement to the above referenced grant award is attached. It is your responsibility to assure that all permits required are obtained prior to proceeding with this project. For acquisition and removal of structures grant awards, see the suggested "Deed Restriction Format" for providing proof of the permanent open space requirement on the grant website referenced below. The attached documents detail the costs eligible for payment reimbursement and the conditions of this award.

Please review the agreement and return an electronic copy of the original signed by the authorized official **within 30 days of this letter's date** to [Elisabeth.Kuisis@wisconsin.gov](mailto:Elisabeth.Kuisis@wisconsin.gov). Please keep a copy for your file. Funds will be encumbered when the signed agreement is returned.

**Grant Award Time Period: January 5, 2021 through January 5, 2023.** All project activities must occur within this time period to be eligible costs for reimbursement, apart from the cost of appraisals.

Additional forms, program guide, property acquisition information, and ch. NR 199, Wis. Adm. Code can be found online for your assistance throughout this project: <https://dnr.wi.gov/aid/munfloodcontrol.html>.

Please contact Elisabeth (Lis) Kuisis, MFC Grant Manager, [Elisabeth.Kuisis@wisconsin.gov](mailto:Elisabeth.Kuisis@wisconsin.gov) or (608) 400-3005, regarding questions related to this grant project other than permit requirements.

Sincerely,

for

Jim Ritchie, Director  
Bureau of Community Financial Assistance

Enclosure(s)

C: Andy Holschbach, Ozaukee County

Attachment: Grafton\_MFCG Award Letter (2) (RES-21-52 : Hazard Mitigation Grant - LWM)

RESOLUTION NO. 21-51

INCREASE OF REVENUE 2022 - LAND & WATER MANAGEMENT

RESOLVED, by the Ozaukee County Board of Supervisors, that budgets be increased in the accounts as follows:

*Department / Program*

|                                           | <u>Account Number</u> | <u>Account Name</u>               | <u>AMOUNT</u> | <u>AMOUNT</u> |
|-------------------------------------------|-----------------------|-----------------------------------|---------------|---------------|
| <b><i>Land &amp; Water Management</i></b> |                       |                                   |               |               |
| <b>Expense</b>                            | 117-2-13-54332-000    | Srv Purch - Flood Control Grant   | \$319,877     |               |
| <b>Expense</b>                            | 117-2-13-64101-000    | Land Purchase Flood Control Grant | 219,000       |               |
| <b>Revenue</b>                            | 117-2-13-42132-000    | Fed Aid - Flood Grant 4141.2R     |               | \$202,079     |
| <b>Revenue</b>                            | 117-2-13-42332-000    | St Aid Flood Grant                |               | 67,360        |
| <b>Revenue</b>                            | 117-2-13-42632-000    | Local Flood Grant Town of Grafton |               | 269,438       |

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

*SUMMARY: The FEMA Flood Mitigation Grant Program will provide \$202,079, Wisconsin Division of Emergency Management \$67,360 and the Municipal Flood Control Grant via the Town of Grafton will provide \$269,438.*

*VOTE REQUIRED: Two-Thirds of Members Elect*

FINANCE COMMITTEE

12/17/21

Finance Committee APPROVED

|                  |                                             |
|------------------|---------------------------------------------|
| <b>RESULT:</b>   | APPROVED [UNANIMOUS]                        |
| <b>MOVER:</b>    | T. Richart, Vice-Chairperson                |
| <b>SECONDER:</b> | D. Larson, Supervisor District 8            |
| <b>AYES:</b>     | P. Melotik, T. Richart, D. Larson, J. Strom |
| <b>EXCUSED:</b>  | T. Winker                                   |

## Natural Resources Committee

### AGENDA INFORMATION SHEET

**AGENDA DATE:** December 2, 2021  
**DEPARTMENT:** Land and Water Management  
**DIRECTOR:** Andy Holschbach  
**PREPARER:** Andy Holschbach

**Agenda Summary** Increase of Revenue Budget Amendment from the FEMA Pre-Disaster and Hazard Mitigation Grant Program

**BACKGROUND INFORMATION:** The FEMA Pre-Disaster and Hazard Mitigation Grant Programs provide resources to assist states, tribal governments, territories, and local communities in their efforts to reduce overall risk to the population and structures from future natural disasters such as flooding. The grant is administered by the Wisconsin Division of Emergency Management.

FEMA via Wisconsin Division of Emergency Management awarded Ozaukee County flood hazard mitigation grant program funds to acquire the properties at 1930 and 1936 Edgewater Drive in the floodway of the Milwaukee River in the Town of Grafton, and to remove the structures from the floodway. In addition to acquisition, the funds will be used for demolition of the structures and site restoration. The properties will become part of River Oaks County Park and be maintained in perpetuity as open space. River Oaks County Park was newly established as a result of four previous flood hazard mitigation projects completed by the county using similar grants. The Edgewater Subdivision Flood Mitigation Project Area (map provided), which includes the 1930 and 1936 Edgewater Drive properties, is the area recommended for acquisition by the county in the Park and Open Space Plan approved by the county board on June 1, 2011. The project area was designated as a future county park.

The Town of Grafton is again partnering with the county and has received a State Municipal Flood Control Grant to provide the required local match of 50% respectively.

The Ozaukee County Highway Department will do the demolition and site restoration, as was the case for the previous four projects.

On November 7, 2019 The Natural Resources Committee approved the Submittal of the FEMA Hazard Mitigation Grant Application. **NATURAL RESOURCES COMMITTEE RESULT: APPROVED [UNANIMOUS] MOVER:** R. Holyoke, Supervisor District 22 **SECONDER:** B. Jobs, Vice-Chairperson **AYES:** Rothstein, Jobs, Gall, Holyoke, Ross

**ANALYSIS:** The combination of federal and state funds will cover the cost of the project. Total estimated cost for acquisition, demolition, and site restoration is \$538,877. The project involves four parcels totaling 1.70 acres.

**FISCAL IMPACT:** \$538,877

**FUNDING SOURCE:**

Attachment: Land & Water Management (RES.21-51 : INC REV)

County Levy: \$0

10.a

Non-County Levy: FEMA \$202,079

WI Emergency Management: \$67,360

WI Municipal Flood Control Grant (via Town of Grafton): \$269,438

RECOMMENDED MOTION: Approval to increase revenue as reflected in the request.

NATURAL RESOURCES COMMITTEE

**RESULT:**       **APPROVED AND FORWARDED [UNANIMOUS]**    **Next: 12/17/2021**  
                          **8:30 AM**

**MOVER:**        B. Ross, Supervisor District 19

**SECONDER:**   N. Minkel-Dumit, Supervisor District 26

**AYES:**         B. Jobs, N. Minkel-Dumit, B. Ross

**EXCUSED:**     R. Holyoke

Attachment: Land & Water Management (RES.21-51 : INC REV)



**STATE OF WISCONSIN**  
**DEPARTMENT OF MILITARY AFFAIRS**  
 DIVISION OF EMERGENCY MANAGEMENT

Greg Engle  
 Acting Administrator

Tony Evers  
 Governor

November 10, 2021

Andy Holschbach, Manager  
 Ozaukee County Land and Water Management  
 121 W Main St | PO Box 994  
 Port Washington, WI 53074

RE: Ozaukee County – Acquisition Demolition Subgrant  
 Project Number: DR-4477.03-R  
 FAIN: 4477DRWIP00000005  
 DUNS Number: 071159479

Dear Andy:

I am pleased to inform you that the Federal Emergency Management Agency (FEMA) has approved funding for Ozaukee County's Hazard Mitigation Grant Program (HMGP) project subgrant under Federal Disaster Declaration FEMA-4477-DR-WI, declared March 11, 2020. The subaward is approved in the amount of \$538,877.00 for the acquisition demolition of two flood prone properties.

FEMA provides 37.5% of the funding or \$202,078.87. The State of Wisconsin through Wisconsin Emergency Management provides 12.5% of the non-federal share or \$67,359.63. The remaining \$269,438.50 is the community's required 50% local match.

Attached is a signed electronic copy of State-Local HMGP Grant Program Assistance Agreement. Please carefully review the Agreement and sign it. Keep one copy for your records and return a scanned original of the agreement to our office. **This Agreement must be signed before funds can be drawn on the subaward.**

Per the State-Local agreement you are required to submit Quarterly Status Reports (template is enclosed), within 15 days of the end of each quarter (October 15, January 15, April 15, and July 15), and a final report covering all aspects of the project within 30 days of project completion.

To receive reimbursement of expenses you will need to complete and submit to this office a Request for Reimbursement of Expenses form (enclosed), along with supporting documentation (invoices and proof of payments). Advancement of funds requires prior approval from this office and will only be made in extraordinary circumstances. The final request for reimbursement is due within 30 days of completion of the project.

Attachment: Land & Water Management (RES.21-51 : INC REV)

Project Number: DR-4477.03-R  
FAIN: 4477DRWIP00000005  
DUNS Number: 071159479

Ozaukee County, Wisconsin  
Page 2 of 3

Please refer to the Assurances for Construction and Non-Construction Projects, DMA Form 1017A, which was signed and submitted with the application, for other state and federal laws and program requirements relating to the subaward which must be adhered to. FEMA and this office provide subaward funds and program guidance; however, the community is responsible for administering the subaward and implementing the project.

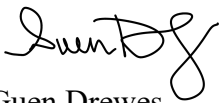
In completing the project, the community will need to adhere to the conditions indicated in the enclosed approval letter for the REC (Record of Environmental Consideration) dated October 5, 2021.

The community must also follow 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. This includes following federal, state, and local procurement requirements, whichever are stricter. A WEM Procurement Resource Guide is enclosed to assist you.

Additionally, Ozaukee County must maintain an active System for Award Management (SAM) registration with current information through the life of the subaward. You are required to review and update information in the SAM database on an annual basis. This is required for WEM to disburse funding.

After reviewing this letter and the attachments, please contact me or another staff member to schedule a meeting to discuss program policies and procedures for subaward administration and project implementation.

If you have questions, please email me at [Guenevere.drewes@wisconsin.gov](mailto:Guenevere.drewes@wisconsin.gov).  
Sincerely,



Guen Drewes  
State Hazard Mitigation Officer  
Wisconsin Division of Emergency Management

Enclosures:

- Original FEMA approval letter
- State-Local Hazard Mitigation Grant Program Assistance Agreement
- Budget Summary
- Record of Environmental Consideration
- Request for Reimbursement Request, DMA Form 167
- Quarterly Status Report, DMA Form 168
- Model Statement of Voluntary Participation Form
- Model Warranty Deed Restrictions
- Duplication of Benefits Subrecipient's Verification Form
- Steps to Assign ICC Coverage

Attachment: Land & Water Management (RES.21-51 : INC REV)

Project Number: DR-4477.03-R  
FAIN: 4477DRWIP00000005  
DUNS Number: 071159479

Ozaukee County, Wisconsin  
Page 3 of 3

- WEM Procurement Resource Guide

Cc: Scott Ziegler, Ozaukee County Emergency Management Director  
Ben Schliesman, Southeast Region Director, Wisconsin Emergency Management  
Mary Zahn, Southeast Region Office Associate, Wisconsin Emergency Management

Attachment: Land & Water Management (RES.21-51 : INC REV)

RESOLUTION NO. 21-53

DECLARATION OF THE SECOND SATURDAY IN MAY AS WORLD MIGRATORY BIRD DAY AND AUTHORIZATION FOR OZAUKEE COUNTY TO APPLY TO RETAIN IT'S "BIRD CITY WISCONSIN" RECOGNITION STATUS

WHEREAS, Ozaukee County, Wisconsin has a long history of supporting actions that support migratory birds and bird habitat through the protection, preservation and management of parks, natural areas, trail corridors and open space; effective community forestry management including the management of invasive species and tree planting; limiting or removing hazards to birds; the sale of bird houses, installation of cavity nest boxes and creation of bluebird trails; the development of educational information on migratory birds and their habitat; and recognition and celebration of World Migratory Bird Day (formerly known as International Migratory Bird Day); and

WHEREAS, Ozaukee County first received "Bird City Wisconsin" status in 2010, the first County in Wisconsin, based on its effort to protect birds and their habitat, then Ozaukee County received "High Flyer" status in 2011, the first County in Wisconsin and just one of 25 communities to receive this prestigious recognition, which has been awarded to Ozaukee County each year from 2012 - 2021 and is now one of 112 "Bird City Wisconsin" communities in the State of Wisconsin including four communities in Ozaukee County; and

WHEREAS, migratory birds are some of the most beautiful and easily observed wildlife that enhance our community and quality of life as well as our citizens recognize and welcome migratory songbirds as symbolic harbingers of spring and enjoy all the opportunities they have to engage in recreational endeavors such as bird-watching and nature photography; and

WHEREAS, these migrant bird species also play an important economic role in our community, controlling insect pests and generating revenue related to bird watching activities and tourism; and

WHEREAS, a September 2019 study published in the scientific journal *Science* found that there are almost 3 billion fewer birds in North America today than there were in 1970 and migratory birds and their habitats are declining throughout the Americas, they are facing a growing number of threats on their migration routes and in their summer and winter homes; and

WHEREAS, public awareness is a crucial component of migratory bird conservation and citizens enthusiastic about birds, informed about the threats they face, and empowered to help address those threats can directly contribute to maintaining healthy bird populations; and

WHEREAS, on April 2, 2008 the Ozaukee County Board of Supervisors adopted A *Multi-jurisdictional Comprehensive Plan for Ozaukee County: 2035* (Resolution 07-72) and enacted ordinance 07-8 as Chapter 13 in the County Code of Ordinances and this plan identifies a number of programs to preserve and protect natural habitat; and

WHEREAS, an inventory of Important Bird Areas in Ozaukee County was developed and specific recommendations for the preservation of this wildlife habitat was included as part of the *Multi-jurisdictional Comprehensive Plan for Ozaukee County* and the *Park and Open Space Plan for Ozaukee County*; and

WHEREAS, The Ozaukee County Board of Supervisors, acting on the recommendation of the Ozaukee County Natural Resources Committee, adopted Resolution 11-14 on June 1, 2011 and this resolution adopted the *Park and Open Space Plan for Ozaukee County*, which includes a comprehensive analysis and recommendations for the Open Space Preservation Element from the *Regional Natural Areas and Critical Species Habitat Protection and Management Plan for Southeastern Wisconsin* for Ozaukee County, and the Outdoor Recreation Element; whereby, the plan recommends the protection of environmental corridors and natural areas, protection and restoration of fish and wildlife habitat, the provision of outdoor recreation opportunities and public access; and

WHEREAS, the Ozaukee County Board of Supervisors is concerned about the current trend of declining populations of migratory birds and the decrease in their natural habitat through the infringement upon natural areas and environmental corridors in Ozaukee County as identified in the *Ozaukee County Strategic Plan*, *Park and Open Space Plan for Ozaukee County* and the *Multi-jurisdictional Comprehensive Plan for Ozaukee County: 2035*; and

WHEREAS, since 1993 World Migratory Bird Day (WMBD) has become a primary vehicle for focusing public attention on the nearly 350 species that travel between nesting habitats in Ozaukee County and throughout North America and their wintering grounds in South and Central America, Mexico, the Caribbean and the southern United States and thousands of people will observe WMBD, gathering in town squares, community centers, schools, parks, nature centers, and wildlife refuges to learn about birds, take action to conserve them, and simply to have fun; and

WHEREAS, Ozaukee County continued its annual celebration and recognition of WMBD on Sunday, May 23, 2021, by hosting a guided bird hike at Lion's Den Gorge Nature Preserve and by bringing awareness to the importance of bird conservation through website and social media outreach efforts; and

WHEREAS, Ozaukee County has declared it will continue its annual celebration and recognition of WMBD on a Saturday or Sunday, in May, 2022 with its partners using virtual and social distanced options depending on the COVID-19 situation at that time.

NOW, THEREFORE, BE IT RESOLVED, that Ozaukee County declares the second Saturday in May as World Migratory Bird Day having recognized and celebrated this day on May 23, 2021 and having plans to celebrate again on a Saturday or Sunday in May 2022 and that Ozaukee County supports efforts to protect and conserve migratory birds and their habitats in our County; and

FURTHER RESOLVED, Ozaukee County, through the Planning and Parks Department, authorizes the Director of Planning and Parks to submit an application and application fee to Bird City Wisconsin and implement the criteria established by Bird City Wisconsin, so that Ozaukee County can retain its "Bird City" and "High Flyer" designations that will further enhance the County's reputation for leadership in protecting its natural environment including bird habitats as well as recognize the interest of many of its citizens in bird conservation.

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

*SUMMARY: Ozaukee County supports efforts to protect and conserve migratory birds and their habitats and declares the second Saturday in May as World Migratory Bird Day having recognized and this day on May 23, 2021 and having plans to celebrate again in 2022 and intends to submit an application and application fee to Bird City Wisconsin and implement the criteria established by Bird City Wisconsin, so that Ozaukee County can retain its "Bird City*

*Wisconsin” designation and “High Flyer” status that will further enhance the County’s reputation for leadership in protecting its natural environment including bird habitats as well as recognize the interest of many of its citizens in bird conservation.*

**VOTE REQUIRED:** Majority

**NATURAL RESOURCES COMMITTEE**

**12/02/21**

**Natural Resources Committee**

**APPROVED**

|                  |                                         |
|------------------|-----------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>             |
| <b>MOVER:</b>    | B. Jobs, Vice-Chairperson               |
| <b>SECONDER:</b> | N. Minkel-Dumit, Supervisor District 26 |
| <b>AYES:</b>     | B. Jobs, N. Minkel-Dumit, B. Ross       |
| <b>EXCUSED:</b>  | R. Holyoke                              |

**Natural Resources Committee**  
**AGENDA INFORMATION SHEET**

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|                     |                           |
|---------------------|---------------------------|
| <b>AGENDA DATE:</b> | <b>January 5, 2022</b>    |
| <b>DEPARTMENT:</b>  | <b>Planning and Parks</b> |
| <b>DIRECTOR:</b>    | <b>Andrew Struck</b>      |
| <b>PREPARER:</b>    | <b>Andrew Struck</b>      |

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**Agenda Summary** Declaration of the Second Saturday in May as World Migratory Bird Day and Authorization for Ozaukee County to Apply to Retain It's "Bird City Wisconsin" Recognition Status

BACKGROUND INFORMATION: Ozaukee County first received “Bird City Wisconsin” status in 2010, the first County in Wisconsin, based on its effort to protect birds and their habitat. Ozaukee County then received “High Flyer” status in 2011, the first County in Wisconsin and just one of 25 communities to receive this prestigious recognition, which has been awarded to Ozaukee County each year from 2011 - 2021 and is now one of 112 “Bird City Wisconsin” communities in the State of Wisconsin including four communities in Ozaukee County. An inventory of Important Bird Areas in Ozaukee County was developed with specific recommendations for the preservation of these lands included as part of the *Multi-jurisdictional Comprehensive Plan for Ozaukee County* (p. 100 and p. 105 Map 33). The County Board also adopted the *Park and Open Space Plan for Ozaukee County* that includes a comprehensive analysis and recommendations for the Open Space Preservation Element from the *Regional Natural Areas and Critical Species Habitat Protection and Management Plan for Southeastern Wisconsin* for Ozaukee County, and the Outdoor Recreation Element; whereby, the plan recommends the protection of environmental corridors and natural areas and the provision of outdoor recreation opportunities and public access (Table 18, pg. 87). Preservation of these natural areas is more important than ever. In September 2019, a study published in the scientific journal *Science* found that there are almost 3 billion fewer birds in North America today than there were in 1970, working out to a loss of about one in four birds. Since 1993, World Migratory Bird Day (WMBD) (formerly known as International Migratory Bird Day) has become a primary vehicle for focusing public attention on the nearly 350 species that travel between nesting habitats in Ozaukee County and throughout North America and their wintering grounds in South and Central America, Mexico, the Caribbean and the southern United States. Ozaukee County continued its annual celebration and recognition of WMBD on Sunday, May 23, 2021, by hosting a guided bird hike at Lion’s Den Gorge Nature Preserve and by bringing awareness to the importance of bird conservation through website and social media outreach efforts. Ozaukee County intends to continue the annual celebration on a Saturday or Sunday in May 2022 in order for Ozaukee County to maintain its “High Flyer” Bird City status ([birdcitywisconsin.org/apply-renew](http://birdcitywisconsin.org/apply-renew)) with virtual and social distanced options depending on the COVID-19 situation at that time.

ANALYSIS: Ozaukee County is proposing to submit a renewal application to retain its “Bird

City Wisconsin” recognition and “High Flyer” status in 2022 and celebrate WMBD. Ozaukee County will need to address all the criteria as established by the Bird City Wisconsin organization in the application including the celebration of World Migratory Bird Day and the adoption of a corresponding resolution; however, most of these criteria have already been or will be addressed under existing efforts.

FISCAL IMPACT:

Balance Current Year: \$125 Application Fee (In-kind staff time and materials))

Next Year’s Estimated Cost: NONE (In-kind staff time and materials)

FUNDING SOURCE:

County Levy: X

Non-County Levy: X

Indicate source: Parks Division Cost Center and Private Donations

RECOMMENDED MOTION: Approve and recommend to the Ozaukee County Board of Supervisors a Resolution declaring the second Saturday in May as World Migratory Bird Day in Ozaukee County and authorize the submittal of a renewal application by the Planning and Parks Department for retaining “Bird City Wisconsin” recognition and “High Flyer” status through implementation of criteria as a “Bird City Wisconsin”.

RESOLUTION NO. 21-54

OZAUKEE COUNTY LAND INFORMATION PLAN 2022-2024

WHEREAS, Wisconsin established a Land Records Modernization Program in 1989; and

WHEREAS, a county that established a Land Information Office and adopted a State-approved Land Records Modernization Plan was able to participate in the Land Records Modernization Program; and

WHEREAS, Ozaukee County established a Land Information Office in 1989, adopted a State-approved Land Records Modernization Plan in 1992, updated the plan in 1996, 2005, 2011, 2017 and 2019, and has continuously participated in the Land Records Modernization Program; and

WHEREAS, the Land Records Modernization Program is now called the Land Information Program and the Land Records Modernization Plan is now called the Land Information Plan; and

WHEREAS, a Land Information Plan is required for Ozaukee County to continue its participation in the Land Information Program, and obtain compliance with Wis. Stat. 16.967 in order to obtain record modernization funding, and

WHEREAS, the 2013 state budget bill known as Act 20 now requires counties to update and submit their Land Information Plans to the Wisconsin Department of Administration every three years after being approved by the County's Natural Resources Committee; and

WHEREAS, the Ozaukee County Natural Resources Committee accepted and approved the Ozaukee County Land Information Plan 2022-2024 on December 2, 2021; and

NOW, THEREFORE, BE IT RESOLVED that the Ozaukee County Board of Supervisors hereby accepts and approves the Ozaukee County Land Information Plan for 2022-2024.

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

*SUMMARY: Acceptance and Approval of Land Information Plan for 2022-2024.*

*VOTE REQUIRED: Majority*

NATURAL RESOURCES COMMITTEE

12/02/21

Natural Resources Committee

APPROVED

|                  |                                         |
|------------------|-----------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>             |
| <b>MOVER:</b>    | B. Ross, Supervisor District 19         |
| <b>SECONDER:</b> | N. Minkel-Dumit, Supervisor District 26 |
| <b>AYES:</b>     | B. Jobs, N. Minkel-Dumit, B. Ross       |
| <b>EXCUSED:</b>  | R. Holyoke                              |

**Natural Resources Committee**  
**AGENDA INFORMATION SHEET**

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|                     |                          |
|---------------------|--------------------------|
| <b>AGENDA DATE:</b> | <b>January 5, 2022</b>   |
| <b>DEPARTMENT:</b>  | <b>Land Information</b>  |
| <b>DIRECTOR:</b>    | <b>Ron Voigt</b>         |
| <b>PREPARER:</b>    | <b>Julie Winkelhorst</b> |

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**Agenda Summary** Ozaukee County Land Information Plan 2022-2024

BACKGROUND INFORMATION: Under state statute [59.72\(3\)\(b\)](https://docs.legis.wisconsin.gov/statutes/statutes/59/VII/72/3/b) [<https://docs.legis.wisconsin.gov/statutes/statutes/59/VII/72/3/b>](https://docs.legis.wisconsin.gov/statutes/statutes/59/VII/72/3/b), a “**countywide plan for land records modernization**” is required for participation in the Wisconsin Land Information Program (WLIP). The purpose of this document is twofold: 1) to meet WLIP funding eligibility requirements necessary for receiving grants and retaining fees for land information, and 2) to plan for county land records modernization in order to improve the efficiency of government and provide improved government services to businesses and county residents. Ozaukee County Land Information Office has completed the rough draft of this plan and has submitted to the Land Information Counsel for input and recommendation to the NRC Committee. The Land Information office will also update the committee on current activities.

**FISCAL IMPACT:**

Balance Current Year:   None           Next Year’s Estimated Cost: \$0 unless not passed and will lose \$50,000 in grant money

**FUNDING SOURCE:** Land Information Office

County Levy:   None           Non-County Levy: X

Indicate source: Wisconsin Land Information Program Grants

**RECOMMENDED MOTION:** Approve

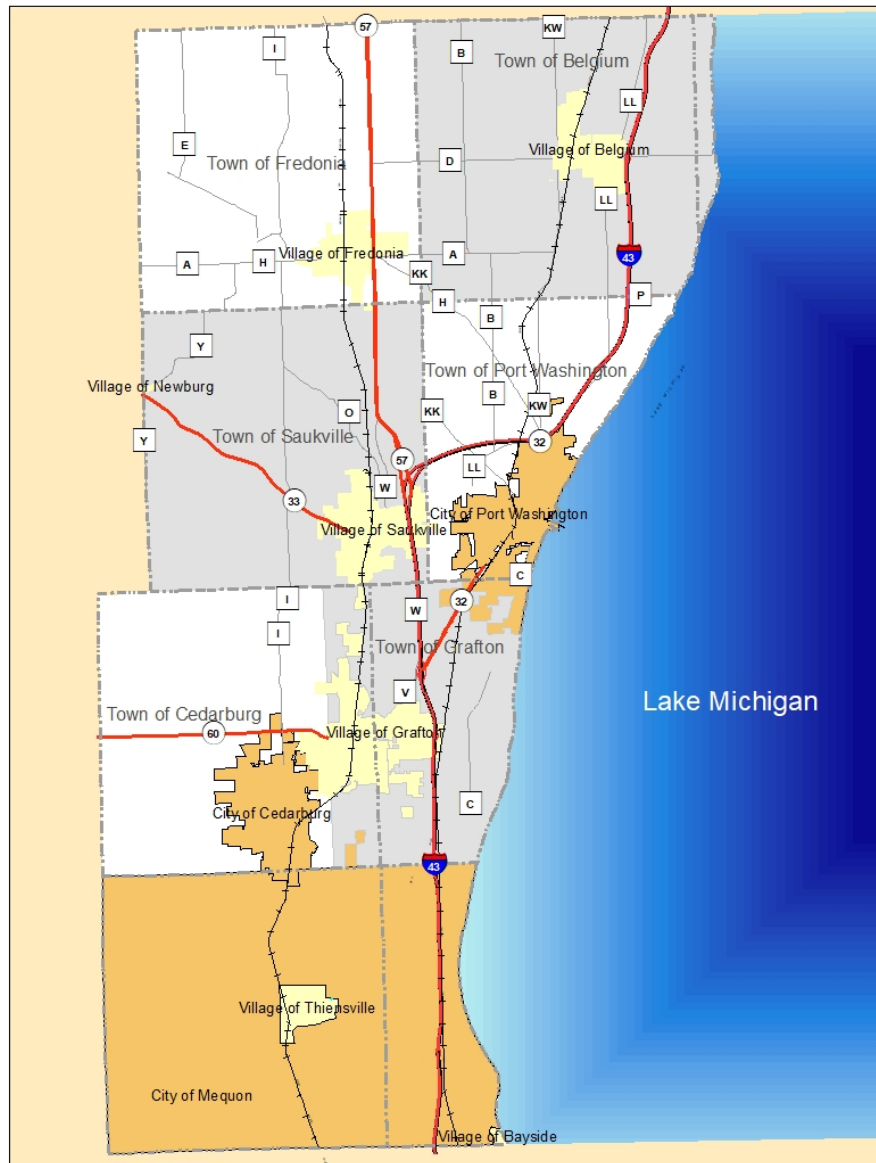
**ATTACHMENTS:**

- Ozaukee County\_Land\_Info\_Plan\_2022 DRAFT (PDF)

# Ozaukee County

## Land Information Plan

2022-2024



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# EXECUTIVE SUMMARY

**About this Document.** This document is a land information plan for Ozaukee County prepared by the land information officer (LIO) and the Ozaukee County land information council. Under state statute 59.72(3)(b), a “**countywide plan for land records modernization**” is required for participation in the Wisconsin Land Information Program (WLIP). The purpose of this document is twofold: 1) to meet WLIP funding eligibility requirements necessary for receiving grants and retaining fees for land information, and 2) to plan for county land records modernization in order to improve the efficiency of government and provide improved government services to businesses and county residents.

**WLIP Background.** The WLIP, administered by the Wisconsin Department of Administration, is funded by document recording fees collected by register of deeds at the county-level. In 2020, Ozaukee County was awarded \$41,000 in WLIP grants and retained a total of \$170,928 in local register of deeds document recording fees for land information.

This plan lays out how funds from grants and retained fees will be prioritized. However, as county budgets are determined on an annual basis with county board approval, this plan provides estimated figures that are subject to change and are designed to serve planning purposes only.

**Land Information in Ozaukee County.** Land information is central to county operations, as many essential services rely on accurate and up-to-date geospatial data and land records. A countywide land information system supports economic development, emergency planning and response, and a host of other citizen services. The Ozaukee County land information system integrates and enables efficient access to information that describes the physical characteristics of land, as well as the property boundaries and rights attributable to landowners.

**Mission of the Land Information Office.** In the next three years, Ozaukee County’s Land Information Office strives to be recognized for its exceptional web mapping site, gains in governmental efficiencies by broadening the utilization of GIS, improvements in parcel mapping accuracy, and responsiveness to meeting the land records needs of residents and businesses.

**Land Information Office Projects.** To realize this mission, in the next three years, the county land information office will focus on the following projects:

1. Maintain Searchable format
2. Provide training and education to keep abreast of changing and improving technology
3. Continued development, implementation and maintenance of Land Records System including document track indexing, document imaging and tax assessment data improvements and integration.
4. Participate in the 2022 SEWRPC Orthophotography Acquisition for Countywide 3” resolution orthophotography.
5. Web based application enhancements and hosting for improved access to land records.
6. Assist with the development of data for NG-911 Emergency Response implementation.

The remainder of this document provides more details on Ozaukee County and the WLIP, summarizes current and future land information projects, and reviews the county’s status in completion and maintenance of the map data layers known as Foundational Elements.

# 1 INTRODUCTION

In 1989, a public funding mechanism was created whereby a portion of county register of deeds document recording fees collected from real estate transactions would be devoted to land information through a new program called the Wisconsin Land Information Program (WLIP). The purpose of the land information plan is to meet WLIP requirements and aid in county planning for land records modernization.

## The WLIP and the Land Information Plan Requirement

In order to participate in the WLIP, counties must meet certain requirements:

- Update the county's land information plan at least every three years
- Meet with the county land information council to review expenditures, policies, and priorities of the land information office at least once per year
- Report on expenditure activities each year
- Submit detailed applications for WLIP grants
- Complete the annual WLIP survey
- Subscribe to DOA's land information listserv
- Coordinate the sharing of parcel/tax roll data with the Department of Administration in a searchable format determined by DOA under s. 59.72(2)(a)

### LAND INFORMATION

Any physical, legal, economic or environmental information or characteristics concerning land, water, groundwater, subsurface resources or air in this state.

'Land information' includes information relating to topography, soil, soil erosion, geology, minerals, vegetation, land cover, wildlife, associated natural resources, land ownership, land use, land use controls and restrictions, jurisdictional boundaries, tax assessment, land value, land survey records and references, geodetic control networks, aerial photographs, maps, planimetric data, remote sensing data, historic and prehistoric sites and economic projections.

– Wis. Stats. section 59.72(1)(a)

Any grants received and fees retained for land information through the WLIP must be spent consistent with the county land information plan.

## Act 20 and the Statewide Parcel Map Initiative

A major development for the WLIP occurred in 2013 through the state budget bill, known as Act 20. It directed the Department of Administration (DOA) to create a statewide digital parcel map in coordination with counties.

Act 20 also provided more revenue for WLIP grants, specifically for the improvement of local parcel datasets. The WLIP is dedicated to helping counties meet the goals of Act 20 and has made funding available to counties in the form of Strategic Initiative grants to be prioritized for the purposes of parcel/tax roll dataset improvement.

For Strategic Initiative grant eligibility, counties are required to apply WLIP funding toward achieving certain statewide objectives, specified in the form of "benchmarks." Benchmarks for parcel data—standards or achievement levels on data quality or completeness—were determined through a participatory planning process. Current benchmarks are detailed in the WLIP grant application, as will be future benchmarks.

### WLIP Benchmarks (For 2016-2021 Grant Years)

- Benchmark 1 & 2 – Parcel and Zoning Data Submission/Extended Parcel Attribute Set Submission
- Benchmark 3 – Completion of County Parcel Fabric
- Benchmark 4 – Completion and Integration of PLSS

More information on how Ozaukee County is meeting these benchmarks appears in the Foundational

Elements section of this plan document.

## County Land Information System History and Context

In February 1990 The Ozaukee County Board of Supervisors created a Land Information Office pursuant to Section 59.88 of the Wisconsin State Statutes. To provide policy oversight, the Board also created a Land Information Committee comprised of County Board Supervisors. In June 1991, the Board requested the Southeastern Wisconsin Regional Planning Commission (SEWRPC) to prepare a 5-year plan for the implementation of a modernization program. SEWRPC produced Community Assistance Planning Report #142, A Land Information System Plan for Ozaukee County. Subsequently, the plan was approved by the Board in May 1992.

The modernization program proposed by the plan involved the development of a fundamental base map upon which a computerized Geographic Information System (GIS) could be built. Developing this map to WLIP Standards required the following activities:

- Recovery/Monumentation, where necessary, of all United States Public Land Survey (USPLS) section corners and quarter corners.
- Establish state plane coordinates on all USPLS corners and quarter corners
- Establish vertical elevations on all USPLS corners and quarter corners.
- Acquire digital topographic and planimetric mapping at Federal Geodetic Data Committee (FGDC) standards with 1' contours for the entire county.

Since then, additional data and projects have been completed to modernize the Land information in Ozaukee County. Additional data layers and the approximate date of completion are as follows:

- Digital Parcel Maps 1985-2006
- Platted Lands 2008
- Address and Road Centerline 2010, 2020
- Digital Soils maps 1970
- Contour Maps 2-foot 1994, 1-foot 2015
- Orthophotography 1995, 2000, 2005, 2007, 2010, 2015, 2020
- LIDAR and elevation data 2015
- Flood Plain Mapping 2007
- Supervisory Districts 2010
- Plats of Survey 2017
- Shoreland Zoning 2008
- Computer Aided Dispatch datasets, emergency service zone, responder locations, etc. 2010
- Converted to newer datum NAD27 to NAD83 2018
- Developed and/or enhanced GIS website 2006, 2009, 2012, 2019, 2020, 2021
- Document Imaging of Register of Deeds documents 2006 and 2021
- Updated tax package and developed public Access website 2010

## County Land Information Plan Process

County land information plans were initially updated every five years. However, as a result of Act 20, counties must update and submit their plans to DOA for approval every three years. The 2022-2024 plan, completed at the end of 2021, is the third post-Act 20 required update.

### County Land Information Plan Timeline

- DOA release of finalized instructions by March 31, 2021.
- April–September 2021: Counties work on land info plans.
- Draft plans due to DOA by September 30, 2021 (but sooner is advised).
- Final plans with county land info council approval due by December 31st, 2021.

### Plan Participants and Contact Information

Another requirement for participation in the WLIP is the county land information council, established by legislation in 2010. The council is tasked with reviewing the priorities, needs, policies, and expenditures of a land information office and advising the county on matters affecting that office.

According to s. 59.72(3m), Wis. Stats., the county land information council is to include:

- Register of Deeds
- Treasurer
- Real Property Lister or designee
- Member of the county board
- Representative of the land information office
- A realtor or member of the Realtors Association employed within the county
- A public safety or emergency communications representative employed within the county
- County surveyor or a registered professional land surveyor employed within the county
- Other members of the board or public that the board designates

The land information council must have a role in the development of the county land information plan, and DOA requires county land information councils to approve final plans.

This plan was prepared by the county LIO, the Ozaukee County Land Information Council, and others as listed below.

| Ozaukee County Land Information Council and Plan Workgroup |                                        |                                         |                            |              |
|------------------------------------------------------------|----------------------------------------|-----------------------------------------|----------------------------|--------------|
| Name                                                       | Title                                  | Affiliation                             | Email                      | Phone        |
| <b>Ronald Voigt</b>                                        | Register of Deeds,                     | Ozaukee County Register of Deeds Office | Rvoigt@co.Ozaukee.wi.us    | 262-284-8261 |
| <b>Joshua Morrison</b>                                     | County Treasurer                       | Ozaukee County Treasurer's Office       | Jmorrison@co.Ozaukee.wi.us | 608-333-1234 |
| <b>Amy Wiebe</b>                                           | Real Property Lister                   | Ozaukee County Register of Deeds Office | Awiebe@co.ozaukee.wi.us    | 608-284-8264 |
| <b>Vacant</b>                                              | County Board Member                    | TBD                                     |                            |              |
| <b>Cristina Richards</b>                                   | Land Information Office Representative | Ozaukee County Land Information Office  | cpearson@co.ozaukee.wi.us  | 262-284-8262 |
| <b>Michael Didier</b>                                      | Realtor                                | ReMax – Port Washington                 | Mike@mikedidier.com        | 262-284-2000 |
| <b>Joseph Laurin</b>                                       | Dispatch Supervisor                    | Ozaukee County Sheriff's Department     | jlaurin@co.ozaukee.wi.us   | 262-284-7172 |
| <b>Robert Merry</b>                                        | County Surveyor                        | SEWRPC                                  | rmerry@sewrpc.org          | 262-953-4289 |
| <b>Robert Kaslick</b>                                      | Deputy Director                        | Ozaukee County Emergency Management     | Rkaslick@co.ozaukee.wi.us  | 262-284-8397 |

## 2 FOUNDATIONAL ELEMENTS

Counties must have a land information plan that addresses development of specific datasets or map layer groupings historically referred to as the WLIP Foundational Elements. Foundational Elements incorporate nationally-recognized "Framework Data" elements, the major map data themes that serve as the backbone required to conduct most mapping and geospatial analysis.

In the past, Foundational Elements were selected by the former Wisconsin Land Information Board under the guiding idea that program success is dependent upon a focus for program activities. Thus, this plan places priority on certain elements, which must be addressed in order for a county land information plan to be approved. Beyond the county's use for planning purposes, Foundational Element information is of value to state agencies and the WLIP to understand progress in completion and maintenance of these key map data layers.

### FOUNDATIONAL ELEMENTS

PLSS  
Parcel Mapping  
LiDAR and Other Elevation Data  
Orthoimagery  
Address Points and Street Centerlines  
Land Use  
Zoning  
Administrative Boundaries  
Other Layers

# PLSS

## Public Land Survey System Monuments

### Layer Status

#### PLSS Layer Status

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Status/Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Number of PLSS corners (selection, ¼, meander) <b>set in original government survey</b> that can be remonumented in your county                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>872 (1,172 if one would include center of section, closing corners on quarter-section lines, and meander corners on quarter-section lines which are not part of the original government survey)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Number of PLSS corners capable of being remonumented in your county that <b>have been remonumented</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>872 100%</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Number of remonumented PLSS corners with survey grade coordinates (see below for definition) <ul style="list-style-type: none"> <li><b>SURVEY GRADE</b> – coordinates collected under the direction of a Professional Land Surveyor, in a coordinate system allowed by 236.18(2), and obtained by means, methods and equipment capable of repeatable 2 centimeter or better precision</li> <li><b>SUB-METER</b> – point precision of 1 meter or better</li> <li><b>APPROXIMATE</b> – point precision within 5 meters or coordinates derived from public records or other relevant information</li> </ul> | <ul style="list-style-type: none"> <li>872 100% Survey Grade</li> <li>1,172, 100% of all monumented corners original or not, all have established survey grade coordinates</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Number of survey grade PLSS corner coordinates integrated into county digital parcel layer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <ul style="list-style-type: none"> <li>1,172 100%</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Number of non-survey grade PLSS corner coordinates integrated into county digital parcel layer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>0</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Tie sheets available online?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>Yes, NAD83/2011 with also NAD27 - <a href="https://maps.sco.wisc.edu/surveycontrolfinder/#7/44.730/-90.143/NGS,county,USGS,CORS/terrain">https://maps.sco.wisc.edu/surveycontrolfinder/#7/44.730/-90.143/NGS,county,USGS,CORS/terrain</a></li> <li>Yes, NAD27 only - <a href="http://maps.sewrpc.org/regionallandinfo/survey.shtm">http://maps.sewrpc.org/regionallandinfo/survey.shtm</a></li> <li>Yes, NAD27 only – <a href="https://ozaukeeeco.ag.s.ruekert-mielke.com/">https://ozaukeeeco.ag.s.ruekert-mielke.com/</a></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                             |
| Percentage of remonumented PLSS corners that have <b>tie sheets available online</b> (whether or not they have corresponding coordinate values)                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>100%</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Percentage of remonumented PLSS corners that have tie sheets available online (whether or not they have corresponding coordinate values) <b>and a corresponding URL path/hyperlink value</b> in the PLSS geodatabase                                                                                                                                                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>100%</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| PLSS corners believed to be remonumented based on filed tie-sheets or surveys, but do not have coordinate values                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>0</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Approximate number of PLSS corners believed to be lost or obliterated                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>0</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Which system(s) for <b>corner point identification/numbering</b> does the county employ (e.g., the Romportl point numbering system known as Wisconsin Corner Point Identification System, the BLM Point ID Standard, or other corner point ID system)?                                                                                                                                                                                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>Corner identification is as follows:               <ul style="list-style-type: none"> <li>XXYYZZZ0</li> <li>XX – Township</li> <li>YY – Range</li> <li>ZZZ0 – There are a possible 169 corners within a typical township with the Northeast corner of Section 1 being 0010 with the SW of 31 which could be again be 0010 (NE of Section 1) or if outside of the Region the number be 1690. The forth digit "0" would allocate if there are witness/meander corners. If there are witness/meander corners the value of 1 would be for the witness/meander corner that is to the north of the actual corner location, 2 would be to the east, 3 would to the south, and 4 to the west.</li> </ul> </li> <li>USPLSS corners from adjacent range lines would number from the east line of the western Township. If common corners found from adjacent Townships would number from the north line of the southern Township.</li> </ul> |
| Does the county contain any <b>non-PLSS areas</b> (e.g., river frontage long lots, French land claims, private claims, farm lots, French long lots, etc.) or any special situations                                                                                                                                                                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>No</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

|                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| regarding PLSS data for tribal lands?                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                           |
| Total number of PLSS corners along each bordering county                                                                                   | <ul style="list-style-type: none"> <li>Milwaukee – 19; Washington – 55; and County outside Region; Sheboygan – 47</li> </ul>                                                                                                                                                                                                                                              |
| Number of PLSS corners remonumented along each county boundary                                                                             | <ul style="list-style-type: none"> <li>Milwaukee – 19, (100%); Washington – 55, (100%); and County outside Region; Sheboygan – 47, (100%)</li> </ul>                                                                                                                                                                                                                      |
| Number of remonumented PLSS corners along each county boundary with survey grade coordinates                                               | <ul style="list-style-type: none"> <li>Milwaukee – 19, (100%); Washington – 55, (100%); and County outside Region; Sheboygan – 47, (100%)</li> </ul>                                                                                                                                                                                                                      |
| In what ways does your county collaborate with or plan to collaborate with neighboring counties for PLSS updates on shared county borders? | <ul style="list-style-type: none"> <li>All USPLSS corners in the SE Region (Kenosha, Milwaukee, Ozaukee, Walworth, Washington, and Waukesha) are shared and supported from one site. The neighboring County of Sheboygan share corner location evidence to assist with the corner perpetuation, however, the corner coordinates are based on differing datums.</li> </ul> |

### Custodian

- Ozaukee County Highway Department and SEWRPC (in role as County Surveyor)

### Maintenance

- Ozaukee County also contracts with the SEWRPC to provide yearly maintenance to the survey control system. This includes identifying monuments that may be disturbed during upcoming construction and insuring that all survey ties are correct and current. In addition, SEWRPC responds to notification from other surveyors regarding missing or damaged monuments which are then researched and replaced.

### Standards

- Statutory Standards for PLSS Corner Remonumentation
  - s. 59.74, Wis. Stats. Perpetuation of section corners, landmarks.
  - s. 60.84, Wis. Stats. Monuments.
  - ch. A-E 7.08, Wis. Admin. Code, U.S. public land survey monument record.
  - ch. A-E 7.06, Wis. Admin. Code, Measurements.
  - s. 236.15, Wis. Stats. Surveying requirement.
- SURVEY GRADE standard from Wisconsin County Surveyor's Association:
  - SURVEY GRADE** – coordinates collected under the direction of a Professional Land Surveyor, in a coordinate system allowed by 236.18(2), and obtained by means, methods and equipment capable of repeatable 2 centimeter or better precision
  - SUB-METER** – point precision of 1 meter or better
  - APPROXIMATE** – point precision within 5 meters or coordinates derived from public records or other relevant information
- Ozaukee County's PLSS corner coordinates were established using the guidelines and specifications from the National Geodetic Survey for Third Order Class I accuracy. The county uses the State Plane Coordinate System (SPCS) Wisconsin South Zone and the datum referenced is the North American Datum of 1927 (NAD27) and vertically the National Geodetic Vertical Datum of 1929 (NGVD29). In cooperation with the rest of the SEWRPC region, the county completed a horizontal migration to modernize the system to the North American Datum of 1983 with the national readjustment of 2011 (NAD83/2011) and has migrated vertically to the North American Vertical Datum of 1988 (2012) (NAVD88)

### Other Geodetic Control and Control Networks

e.g., HARN, Height Mod., etc.

#### Layer Status

- Ozaukee County does not have other geodetic control networks information

## Parcel Mapping

### Parcel Geometries

#### Layer Status

- The Ozaukee County Parcel Layer is 100% complete, utilizing a geodatabase format
- **Projection and coordinate system:** The parcel maps are reference to the Wisconsin State Plan Coordinate System (South Zone) which is mathematically relatable to the North American Datum (NAD) 1983. The coordinated system was updated in 2018 from NAD27.
- **Integration of tax data with parcel polygons:** The Ozaukee County Parcel Polygon dataset is linked to the County Tax Assessment role using the Parcel Identification (Tax key) number. There are no other attributes included in the parcel polygons.
- **Environmental Systems Research Institute (ESRI) Parcel Fabric/LGIM Data Model:** At this time there are no plans to implement the ESRI parcel fabric data model but as technology changes Ozaukee County would consider implementing the data model.
- **Unique URL path for each parcel record:** The county does have a unique path for each parcel record but utilizing the parcel number as part of the URL path in both the Tax Assessment roll public access (Ascent) and the County GIS Website. The data available via this unique URL is consistent with the data available from the tax assessment roll. It appears to be very stable the majority of the time. We do not have a means in which to export the data at this time.
- **Online Parcel Viewer Software/App and Vendor name:** Our GIS website was developed by Symbiont and County staff, utilizing ESRI ArcGIS Online.

#### Custodian

- Ozaukee County Land Information Office

#### Maintenance

- **Update Frequency/Cycle.** Parcel polygons are updated daily as deeds are recorded at the Register of Deeds Office and quality control efforts continue.

#### Standards

- **Data Dictionary:** The data fields linked to the parcel ID number have a glossary available for determining field headings. This dataset does not adhere to any standard that we know of as it was developed with the software used to keep the record.

### Assessment/Tax Roll Data

#### Layer Status

- **Progress toward completion/maintenance phase:** NA
- **Tax Roll Software/App and Vendor name:** Ascent Land Records Suite
- **Municipal Notes:** NA

#### Custodian

- Ozaukee County Treasurer's Office

#### Maintenance

- **Maintenance of the Searchable Format standard:** To maintain the Searchable Format standard, the county will continue to export data from the County's Land Records System and complete adjustments as needed. Staff will continue to research modifying data in the LRS system to reduce the amount of adjustments to the final export.
- **Searchable Format Workflow:** The County maintains parcel/tax roll data in the Searchable Format or close enough to the Searchable Format that little to no human labor is required for the annual submission of parcel/tax roll data to DOA.

#### Standards

- Wisconsin Department of Revenue [Property Assessment Manual](#) and attendant DOR standards
- DOR XML format standard requested by DOR for assessment/tax roll data

- Ozaukee County intends to supply the required data prior to the due date required.

## Non-Assessment/Tax Information Tied to Parcels

### Layer Status

- Ozaukee County does not have Non-Assessment/Tax Information ties to parcels

## ROD Real Estate Document Indexing and Imaging

### Layer Status

- **Grantor/Grantee Index:** Digital index begins with 1972 and has parcel numbers from August 1981. All platted documents (CSM, Subdivisions and Condos) are complete in the digital index.
- **Tract Index:** Digital from August 1981 to the parcel level (PIN). PLSS is also include since August 2010 but few will use this index since it is more refined with the PIN. Anything and everything is included in the index if it is a real estate record.
- **Imaging:** Ozaukee County also utilizes the services of Fidlar Technologies. Fidlar provides this Register of Deeds with its document management system with the following products
  - Avid Land Records Management Software (Latest Version being 4.2.94)
  - Laredo Land Records Document Search Engine
  - Tapestry Land Records via the Internet
  - Monarch Secure, Automated, Dynamic, Data & Image Service
  - Replication Protect, Secure, Recover, Your Public Record
  - Property Fraud Alert Protect Their Most Valuable Investment
  - Official Records Online Provide Certified Records Online
  - Imaging Services Document Scanning and Archiving Services
  - Anchor Define, Manage, and Validate Legal Parameters
  - Iris Standardize, Normalize, Regulate
- **ROD Software/App and Vendor Name:** Laredo/Tapestry – from contractor/vendor Fidlar

### Custodian

- Ozaukee County Register of Deeds

### Maintenance

- Ozaukee County Register of Deeds

### Standards

- s. 59.43, Wis. Stats. Register of deeds; duties, fees, deputies.
- Ch. 706, Wis. Stats. Conveyances of real property; Recording; Titles.

## LiDAR and Other Elevation Data

### LiDAR

#### Layer Status

- **Most recent acquisition year:** 2015
- **Accuracy:** The RMSEz was computed to be 0.041 meters (0.135 feet) and AccuracyZ to be 0.080 meters (0.264 feet). RMSEz has been tested to 0.5 feet or better per the task order specifications. AccuracyZ has been tested to meet 18.13 cm Fundamental Vertical Accuracy at 95 Percent confidence level using RMSE(z) x 1.9600 as defined by the National Standards for Spatial Data Accuracy (NSSDA); assessed and reported using National Digital Elevation Program (NDEP)/ASRPS Guidelines.
- **Post spacing:** USGS QL2 Specifications – 0.71 meter and greater than or equal to 2 points per meter square.
- **Contractor's standard, etc.:** United State Geological Survey (USGS) – LiDAR Base Specifications, Version 1.2
- **Next planned acquisition year:** TBD

**Custodian**

- Ozaukee County Land Information Office

**Maintenance**

- None required as the LiDAR data set is static.

**Standards**

- United State Geological Survey (USGS) – LiDAR Base Specifications, Version1.2.

**LiDAR Derivatives****Layer Status**

- Horizontal Datum: NAD27 and NAD83/2011, Wisconsin State Plane Coordinates, South Zone, US Survey Feet;
- Vertical Datum: NGVD29 and NAVD88, US Survey
- Classified LAS Tiles: 10,000ft x 10,000ft tiles - See USGS LiDAR Base Specifications for technical approach for LAS version, file headers, and classification schema.
- Breaklines: One geodatabase containing all breaklines supporting USGS LiDAR Base Specifications (100ft or wider for river/streams and 2acres or greater for lakes and ponds)
- Digital Terrain Model DTM and hydro-enforced breaklines were used to generate contour lines of vertical interval of one-foot. Every fifth contour is noted as an index contour. DTM and contour vector files were delivered using an ESRI File Geodatabase format.
- Bare-Earth Surface (Raster Digital Elevation Model): 2ft hydro-flattened DEM using the same tiling scheme as above.
- FGDC Compliant metadata files for each of the derivative services.

**Custodian**

- Ozaukee County Land Information Office

**Maintenance**

- None required as the LiDAR data set is static.

**Standards**

- United State Geological Survey (USGS) – LiDAR Base Specifications, Version1.2.

**Contours****Layer Status**

- 1994 2' Contour Data – Vendor – Kapur and Associates
- 2015 1' contour Data – Vendor – Quantum Spatial

**Custodian**

- Ozaukee County Land Information Office

**Maintenance**

- Ozaukee County Land Information Office purchase the Contour deliverables at the next LIDAR Acquisition project

**Standards**

- All map products will meet ASPRS Class II accuracy standards.

**Orthoimagery****Orthoimagery****Layer Status**

- **Most recent acquisition year:** 2020
- **Resolution:** 3 inch
- **Contractor's standard:** Wisconsin Regional Orthoimagery Consortium (WROC) standard
- **Next planned acquisition year:** 2022 - 3" resolution product

**Custodian**

- Ozaukee County Land Information Office

**Maintenance**

- Ozaukee County Land Information Office will assist in determining the vendor as well as selecting at the specifications of the data as the acquisition process continues. Ozaukee County will also verify the accuracy and clarity through quality assurance measures.

**Standards**

- The aerial imagery to support digital orthoimagery meeting American Society for Photogrammetry and Remote Sensing (ASPRS) Class II standards for the appropriate mapping scale. Collect control for the project using Inertial Measurement Unit (IMU), Airborne Global Positioning System (ABGPS), and ground-based GPS technology

**Historic Orthoimagery****Layer Status**

- Ozaukee County has multiple years of historical Orthophotography imagery: 1941, 1950, 1963, 1970, 1980, 1990, 1995, 2000, 2005, 2007 and 2010. Ozaukee County has made the historical imagery available on the County GIS Website.

**Custodian**

- Ozaukee County Land Information Office

**Maintenance**

- Ozaukee County Land Information Office will be overseeing the conversion of the historical imagery to the NAD83 coordinate system

**Standards**

- The aerial imagery to support digital orthoimagery meeting American Society for Photogrammetry and Remote Sensing (ASPRS) Class II standards for the appropriate mapping scale. Collect control for the project using Inertial Measurement Unit (IMU), Airborne Global Positioning System (ABGPS), and ground-based GPS technology

**Other Types of Imagery****Layer Status**

- Ozaukee does not have any other types of imagery

**Address Points and Street Centerlines****Address Point Data****Layer Status**

- The Land Information Office will continuously maintain point addresses based on imaged roadways and other available information to support emergency response applications, wireless 911 and routing applications. In 2018 Ozaukee County began preparing data for NG911 by developing data to meet the Wisconsin NG911 GIS Data Standard. This is an ongoing project.

**Custodian**

- Ozaukee County Sheriff's Department

**Maintenance**

- Ozaukee County Land Information Office will maintain the address point data as notifications of new, incorrect or changed addresses are received from the local municipalities, County departments or other sources.
- Ozaukee County Land Information Office will comply with any changes necessary as it related to Next Generation 911 (NG911) including modifying data to meet address standards proposed by the WLIP.

### Standards

- The address points are located utilizing the orthophotography and placed at the end of the driveway in rural areas. If a shared driveway exists, the address point is placed where the driveways split towards the parcels. In urban areas, the address point is placed on the street the house is facing. Address points are also based off actual addresses submitted by the local municipalities for more accurate location with 9-1-1 systems. Ozaukee County will adopt any address point standard approved by the WLIP due to NG911

## Building Footprints

### Layer Status

- Ozaukee County has a building footprint dataset, which has not been updated in a number of years. With the acquisition of LIDAR in 2015, the Land Information Office intends to update this dataset in the future.

### Custodian

- Ozaukee County Land Information Office

### Maintenance

- Ozaukee County Land Information Office will derive the building footprints as time allows by utilizing the LIDAR data

### Standards

- The building footprints were located utilizing orthophotography. It is a goal to be able to generate current building footprints by utilizing accuracy the 2015 LIDAR.

## Address Ranges

### Layer Status

- The County centerline file will maintain address ranges as an attribute of the road centerline data based on imaged roadways and other available information to support emergency response applications, wireless 911 and routing applications.

### Custodian

- Ozaukee County Sheriff's Department

### Maintenance

- Ozaukee County Land Information Office will maintain the address point data as notifications of new, incorrect or changed address ranges are received from the local municipalities, County departments or other sources.
- Ozaukee County Land Information Office will comply with any changes necessary as it related to Next Generation 911(NG911) including modifying data to meet address standards proposed by the WLIP.

### Standards

- Address ranges are based off actual addresses submitted by the local municipalities for more accurate location with 9-1-1 systems. Ozaukee County will adopt any standard approved by the WLIP due to NG911

## Street Centerlines

### Layer Status

- The County plans to maintain the dataset. The County complies with the GIS geodatabase design as the standard for mapping centerlines. The Land Information Office shares the responsibility to create, update and maintain the MSAG with the 911 Coordinator in the Sheriff's Office to ensure consistency and integration and plans to continue that relationship. We adhere to our 911 provider for data standards.

**Custodian**

- Ozaukee County Sheriff's Department

**Maintenance**

- Ozaukee County Land Information Office will maintain the road centerline data as notifications of new, incorrect or changed street centerlines are received from the local municipalities, County departments or other sources.
- Ozaukee County Land Information Office will comply with any changes necessary as it related to Next Generation 911(NG911) including modifying data to meet road centerline standards proposed by the WLIP.

**Standards**

- Street centerlines are maintained utilizing plats, CSM's and orthophotography when possible. Ozaukee County will adopt any standard approved by the WLIP due to NG911.

**Rights of Way****Layer Status**

- The approximate right-of-way of public roads is part of the parcel mapping process, particularly in platted lands. We have begun to develop a more accurate, all-encompassing road right-of-way data layers and currently are about 70% complete.

**Custodian**

- Ozaukee County Land Information Office

**Maintenance**

- Ozaukee County Land Information Office

**Standards**

- Right of ways are maintained utilizing survey records, plats, CSM's, legal descriptions, WISLR or by the default assumption of 66'.

**Trails****Layer Status**

- The County will continue to maintain bicycle, pedestrian, snowmobile, and other major named trails (Ozaukee Interurban Trail) layer in our geodatabase.

**Custodian**

- Ozaukee County Planning and Parks

**Maintenance**

- Ozaukee County Land Information Office will maintain the road centerline data as notifications of new, incorrect or changed trails are received from the local municipalities, County departments or other sources.
- 

**Standards**

- Maintained by recorded documents, records and orthophotography

**Land Use****Current Land Use****Layer Status**

- The County utilizes a land use map developed by the SWERPC. The County is planning to establish a regular maintenance schedule of every 5 years. It was updated in 2007 as part of the Multi-jurisdictional Comprehensive Plan for Ozaukee County.

**Custodian**

- Local Towns, Villages, Cities and Southeast Wisconsin Regional Planning Commission

**Maintenance**

- Ozaukee County Planning and Parks

**Standards**

- s. 66.1001, Wis. Stats. Comprehensive planning. Land use maps are created locally through a community's comprehensive planning process. Land use mapping for the county is a patchwork of maps from comprehensive plans adopted by municipalities and the county

**Future Land Use****Layer Status**

- The County Planning and Parks Department will be responsible for updating the planned land use according to the Multi-jurisdictional Comprehensive Plan for Ozaukee County and State Statute 66.1001.

**Custodian**

- Ozaukee County Planning and Parks

**Maintenance**

- Ozaukee County Planning and Parks

**Standards**

- s. 66.1001, Wis. Stats. Comprehensive planning.

**Zoning****County General Zoning****Layer Status**

- County general zoning is not administered by the County. Local Municipalities are responsible for their own ordinances and classifications.

**Shoreland Zoning****Layer Status**

- The County maintains a GIS zoning coverage which includes navigable waterways and the shoreland area (The area within the following distances from the ordinary high-water mark of navigable waters: 1,000 feet from a lake, pond or flowage; and 300 feet from a river or stream or to the landward side of the floodplain, whichever distance is greater) in the unincorporated area of the County and follow the zoning districts adopted by the County Board.

**Custodian**

- Ozaukee County Land and Water Management

**Maintenance**

- Ozaukee County Planning and Parks will edit the Shoreland Zoning mapping based on information received by the Wisconsin Department of Natural Resources and other agencies.

**Standards**

- Mapping of this layers is completed by using other base layer data such as parcels, hydro, contour and orthophotography.

## Farmland Preservation Zoning

### Layer Status

- Not administered by the County

## Floodplain Zoning

### Layer Status

- The County is responsible for regulating the floodplain areas. Ozaukee County requires a floodplain delineation be completed when landowners have an area of a potential floodplain. Upon identification of an amendment of a floodplain, the County is responsible to update the mapping to reflect the updated delineation.
- The County's floodplain zoning GIS data is the same as the FEMA map.
- **Letters of Maps Change** – FEMA Flood Insurance Rate Maps (FIRMs) can be changed through "Letters of Maps Change," which is comprised of a few things: Letters of Map Amendment, Letters of Map Revision, and Letters of Map Revision Based on Fill. These are documents issued by FEMA that officially remove a property and/or structure from the floodplain. They are collectively called Letters of Map Change. The County utilizes these LOMC in regulating floodplain areas.

### Custodian

- Ozaukee County Land and Water Management

### Maintenance

- Ozaukee County Land Information Office will edit the Floodplain map LOMAs as they are received and forwarded by Land and Water Management

### Standards

- FEMA Standards

## Airport Protection

### Layer Status

- Not administered by the County

## Municipal Zoning Information Maintained by the County

### Layer Status

- No Municipal Zoning information administered by the County

## Administrative Boundaries

### Civil Division Boundaries

#### Layer Status

- The County maintains an accurate dataset of the civil boundaries and revises the boundaries as necessary

#### Custodian

- Ozaukee County Land Information Office

#### Maintenance

- Ozaukee County Land Information Office will update the Civil Division as annexations are recorded or notified by the local Municipalities.

#### Standards

- Maintained as documents are recorded at Register of Deeds Office.

## School Districts

### Layer Status

- **Progress toward completion/maintenance phase:** The County created an approximate school district boundary map and as we update parcel maps these district boundaries will have to be revised. The County plans to work with the school district to confirm the boundaries. This was updated for the Multi-jurisdictional Comprehensive Plan for Ozaukee County.
- **Relation to parcels:**
  - **Attributes linked to parcels:** The School District name is included in the tax assessment roll and linked to the parcels via the parcel ID number.

### Custodian

- Ozaukee County Land Information Office

### Maintenance

- Ozaukee County Land Information Office will modify the school district boundaries as notifications from the Department of Public Instruction or other County Departments are received

### Standards

- unknown

## Election Boundaries

### Layer Status

- The County created approximate Supervisory districts and voting wards during the Redistricting process of 2021 and as parcel maps are updated these district boundaries will have to be revised.

### Custodian

- Ozaukee County Clerk's Office

### Maintenance

- Ozaukee County Land Information Office worked with local municipalities and County departments during the redistricting process in 2021. Corrections will be completed as we are notified.

### Standards

- Maintained during Redistricting, resolutions and ordinances

## Utility Districts

### Layer Status

- Utilities are responsible for creating their own data set; however, the County will make our base map data available to utilities, sanitary districts, etc. Ozaukee County does have formal agreements with We-Energies, American Transmission Company (ATC) and Milwaukee Metropolitan Sewage District (MMSD) for data sharing.

### Custodian

- Ozaukee County Land Information Office

### Maintenance

- Ozaukee County Land Information Office will add the static dataset to the central repository when it is received.

### Standards

- Maintained by recorded documents

## Emergency Service Boundary – Law/Fire/EMS

### Layer Status

- **Law Enforcement:** Complete but will be modified as we move forward with QA/QC for the Wisconsin GIS NG911 Data Standard.
- **Fire:** Complete but will be modified as we move forward with QA/QC for the Wisconsin GIS NG911 Data Standard.
- **EMS:** Complete but will be modified as we move forward with QA/QC for the Wisconsin GIS NG911 Data Standard.

### Custodian

- Ozaukee County Sheriff's Department

### Maintenance

- Ozaukee County Land Information Office

### Standards

- Wisconsin GIS NG9-1-1 Data Standard (Emergency Service Boundary)

## Public Safety Answering Points (PSAP) Boundary

### Layer Status

- **PSAP Boundary:** Complete but will be modified as we move forward with QA/QC for the Wisconsin GIS NG911 Data Standard.

### Custodian

- Ozaukee County Sheriff's Department

### Maintenance

- Ozaukee County Land Information Office

### Standards

- Wisconsin GIS NG9-1-1 Data Standard (PSAP Boundary)

## Provisioning Boundary

### Layer Status

- Ozaukee County's provisioning boundary is the County Boundary and is complete.

### Custodian

- Ozaukee County Sheriff's Department

### Maintenance

- Ozaukee County Land Information Office

### Standards

- Wisconsin GIS NG9-1-1 Data Standard (Provisioning Boundary)

## Other Public Safety

### e.g., Healthcare Facilities

### Layer Status

- Hospitals, Clinics, Elderly Facilities, Police and Fire departments, and ambulance locations are mapped.

### Custodian

- Ozaukee County Land Information Office

### Maintenance

- Ozaukee County Land Information Office

### Standards

- Maintained by recorded documents, records and orthophotography

## Lake Districts

### Layer Status

- Ozaukee County Does not have Lake Districts

## Native American Lands

### Layer Status

- Ozaukee County does not have Native American Lands

## Other Administrative Districts

### Layer Status

- The tax database and the GIS parcel map could be used to determine public administered lands and district boundaries may be developed as the need arises.
- Also, the County maintains a public and open space dataset.

### Custodian

- Ozaukee County Planning and Parks

### Maintenance

- Ozaukee County Land Information Office will update data layers when directed by the Planning and Parks Department.

### Standards

- Maintained by recorded documents, ordinances and resolutions.

## Other Layers

### Hydrography Maintained by County or Value-Added

e.g., Hydrography maintained separately from DNR or value-added, such as adjusted to orthophotography; Elevation-Derived Hydrography

### Layer Status

- Hydrography mapped per Orthophotography as needed. Ozaukee County has no attribute data for this dataset.
- The County also has a copy of the WIDNR Hydro Dataset which has attribute like names. The County intends to request updated datasets as they become available.

### Custodian

- Ozaukee County Land and Water Management

### Maintenance

- Ozaukee County Land Information Office

### Standards

- USGS Elevation-Derived Hydrography Specifications

## Cell Phone Towers

### Layer Status

- Cell tower location is a vital component to reverse 911 and the IPAWS (Integrated Public Alert & Warning System) for wireless alerts. Ozaukee Co Sheriff & Emergency Management currently has this capability and has the approval from Wisconsin Emergency management and FEMA to issue alerts and warnings via the cellular towers that cover Ozaukee County. Ozaukee County does not currently have a data layer of cell tower locations and will be looking to develop this dataset when time allows.

### Custodian

- Ozaukee County Sheriff's Department

### Maintenance

- Ozaukee County Sheriff's Department

### Standards

- unknown

## Bridges and Culverts

### Layer Status

- Ozaukee County does not have a GIS data layers for Bridges and culverts at this time.

## Railroads

### Layer Status

- Railway line dataset is available and is maintained as new data becomes available.

### Custodian

- Ozaukee County Land Information Office

### Maintenance

- Ozaukee County Land Information Office

### Standards

- Maintained utilizing recorded documents, records and orthophotography

# 3 LAND INFORMATION SYSTEM

The WLIP seeks to enable land information systems that are both modernized and integrated. Integration entails the coordination of land records to ensure that land information can be shared, distributed, and used within and between government at all levels, the private sector, and citizens.

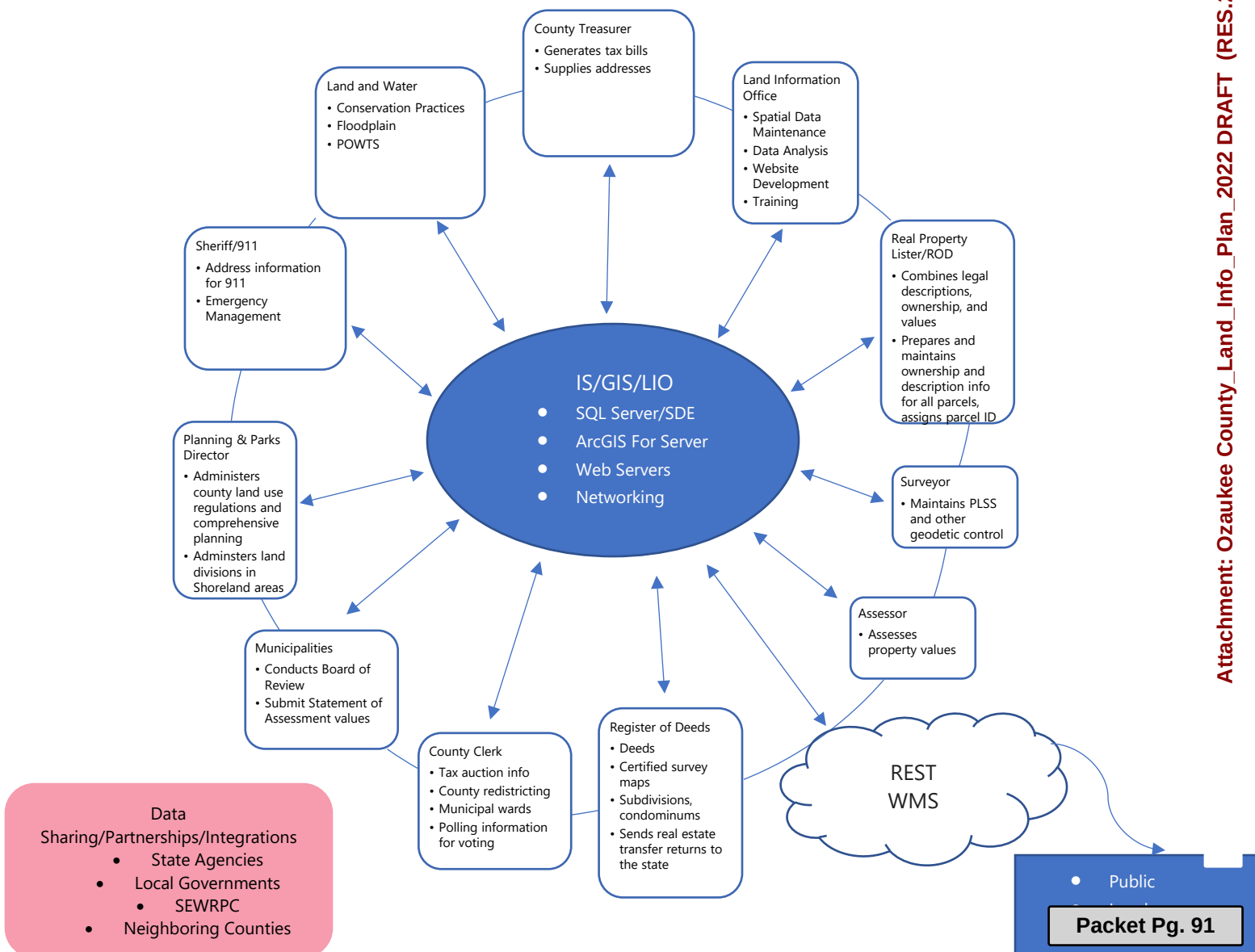
One integration requirement is listed under s. 16.967(7)(a)(1), Wis. Stats., which states that counties may apply for grants for:

The design, development, and implementation of a land information system that contains and integrates, at a minimum, property and ownership records with boundary information, including a parcel identifier referenced to the U.S. public land survey; tax and assessment information; soil surveys, if available; wetlands identified by the department of natural resources; a modern geodetic reference system; current zoning restrictions; and restrictive covenants.

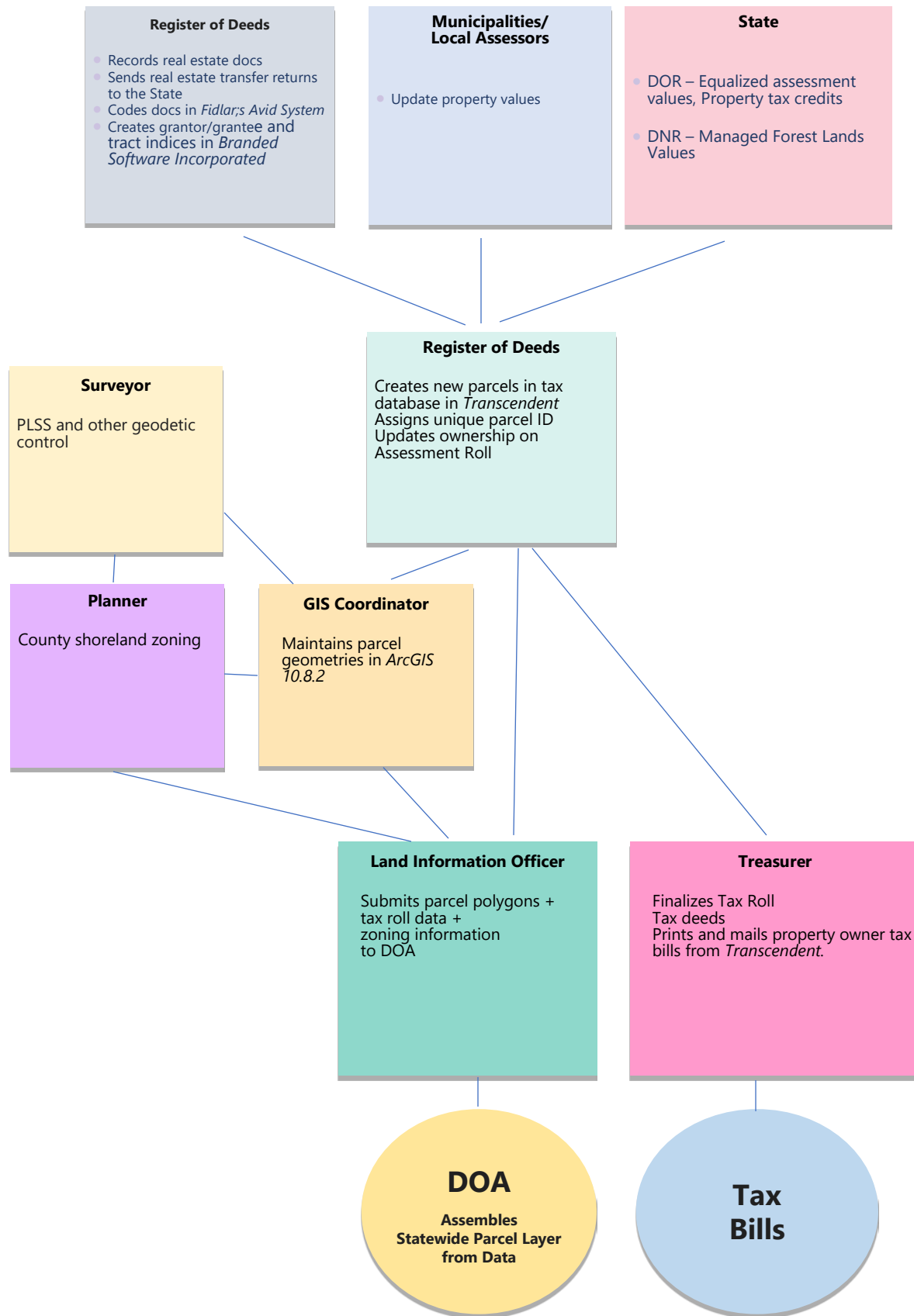
This chapter describes the design of the county land information system, with focus on how data related to land features and data describing land rights are integrated and made publicly available.

## Current Land Information System

### Diagram of County Land Information System



## County Parcel Data Workflow Diagram



## Technology Architecture and Database Design

This section refers to the hardware, software, and systems that the county uses to develop and operate computer systems and communication networks for the transmission of land information data.

### Hardware

- Ozaukee County continues to maintain adequate hardware needs as they arise.

### Software

- Ozaukee County utilizes ESRI software
- County does not currently use ArcGIS Pro
- County plans to upgrade to ArcGIS Pro by estimated date: June 2022

### Website Development/Hosting

- Ozaukee County decided that utilizing the ArcGIS Online environment would be much more cost effective for the County. We contracted with Symbiont to develop the County Parcel GIS application as well as an application for Shoreland Zoning.

### Metadata and Data Dictionary Practices

#### Metadata Creation

- **Metadata creation and maintenance process:** The County plans to continue maintaining the Metadata for our already created GIS layers and create Metadata for newly created layers and data sets. The County utilizes ArcCatalog to develop and provide access to geospatial metadata. The software generates metadata consistent with the FGDC Content Standard for Digital Geospatial Metadata

#### Metadata Software

- **Metadata software:**
  - The software does generate metadata consistent with the FGDC Content Standard for Digital Geospatial Metadata, and ISO geographic metadata standard 19115.
- **Metadata fields manually populated:** None

#### Metadata Policy

- **Metadata Policy:** None

### Municipal Data Integration Process

- Ozaukee County discontinued the shared GIS website with the local Municipalities when we switched over to ArcGIS Online. However, the Municipalities are able to utilize the County's Rest End point for their own ArcGIS Online Applications so they have access to current updated data.

## Public Access and Website Information

### Public Access and Website Information (URLs)

#### Public Access and Website Information

| GIS Web mapping Application(s)<br>Link - URL                                                    | GIS Download Link - URL | Real Property Lister Link - URL                                                                                                                                                                     | Register of Deeds Link - URL                                                                                                                                                              |
|-------------------------------------------------------------------------------------------------|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="https://ocgeohub-ozaukee.hub.arcgis.com/">https://ocgeohub-ozaukee.hub.arcgis.com/</a> | NA                      | <a href="http://www.ascent.co.ozaukee.wi.us/LandRecords/PropertyListing/RealEstateTaxParcel#/Search">http://www.ascent.co.ozaukee.wi.us/LandRecords/PropertyListing/RealEstateTaxParcel#/Search</a> | <a href="https://tapestry.fidlar.com/Tapestry2/LinkToTapestry.aspx?County=Ozaukee&amp;State=WI">https://tapestry.fidlar.com/Tapestry2/LinkToTapestry.aspx?County=Ozaukee&amp;State=WI</a> |
|                                                                                                 |                         |                                                                                                                                                                                                     |                                                                                                                                                                                           |
|                                                                                                 |                         |                                                                                                                                                                                                     |                                                                                                                                                                                           |

## Municipal Website Information

| Municipal Website       | Municipal Website URL                                                                                                               |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| City of Cedarburg GIS   | <a href="https://ocgeohub-ozaukee.hub.arcgis.com/">https://ocgeohub-ozaukee.hub.arcgis.com/</a>                                     |
| City of Mequon          | <a href="https://ocgeohub-ozaukee.hub.arcgis.com/">https://ocgeohub-ozaukee.hub.arcgis.com/</a>                                     |
| City of Port Washington | <a href="https://ocgeohub-ozaukee.hub.arcgis.com/">https://ocgeohub-ozaukee.hub.arcgis.com/</a>                                     |
| Village of Fredonia     | <a href="https://ocgeohub-ozaukee.hub.arcgis.com/">https://ocgeohub-ozaukee.hub.arcgis.com/</a>                                     |
| Village of Grafton      | <a href="https://ocgeohub-ozaukee.hub.arcgis.com/">https://ocgeohub-ozaukee.hub.arcgis.com/</a>                                     |
| Village of Saukville    | <a href="https://village-of-saukville-gis-saukville.hub.arcgis.com/">https://village-of-saukville-gis-saukville.hub.arcgis.com/</a> |
| Village of Thiensville  | <a href="https://thiensville.assetally.com/">https://thiensville.assetally.com/</a>                                                 |

## Data Sharing

### Data Availability to Public

#### Data Sharing Policy

- The County remains willing to share our data. The County has a data disclaimer and use policy. Data is provided free of charge to all governmental units. The County has adopted a fee schedule for our data sets. Contact the Land Information for specific information pertaining to acquiring GIS data and tabular tax data.
- <http://www.co.ozaukee.wi.us/DocumentCenter/View/234/GIS-Data-Acquisition-Policy?bidId=>

#### Open Records Compliance

- Ozaukee County is committed to adhering to Wisconsin's Open Records laws.

### Data Sharing Restrictions and Government-to-Government Data Sharing

#### Data Sharing Restrictions

- Ozaukee County established a Product Distribution Policy which states the data provided by the County cannot be manipulated, distributed or resold without the written permission of the Land Information Office. This form is distributed with each product request. The Ozaukee County GIS website does not allow download of the spatial or tabular data. Product requests must be submitted to the Land Information Office.

#### Government-to-Government Data Sharing

- The County remains willing to share our data. The County has a data disclaimer and use policy. Data is provided free of charge to all governmental units.

## Training and Education

- Ozaukee County is dedicated to the continuation of Land Information and public access and realizes the importance of education and training to keep up with changes in hardware, software and technology. Ozaukee County utilizes the \$1000 Training grant towards attendance of the GIS Coordinator, GIS Technician, GIS interns or any other interested County personnel to the Wisconsin Land Information Association Annual Conference as well as regional conferences. Ozaukee County also allows staff to attend the ESRI User's Conference in San Diego to take advantage of the training on current software and insight into new technology on the horizon.

# 4 CURRENT & FUTURE PROJECTS

This chapter lists the current and future land information projects the county is currently undertaking or intends to pursue over its planning horizon. A project is defined as a temporary effort that is carefully planned to achieve a particular aim. Projects can be thought of as the means to achieving the county's mission for its land information system.

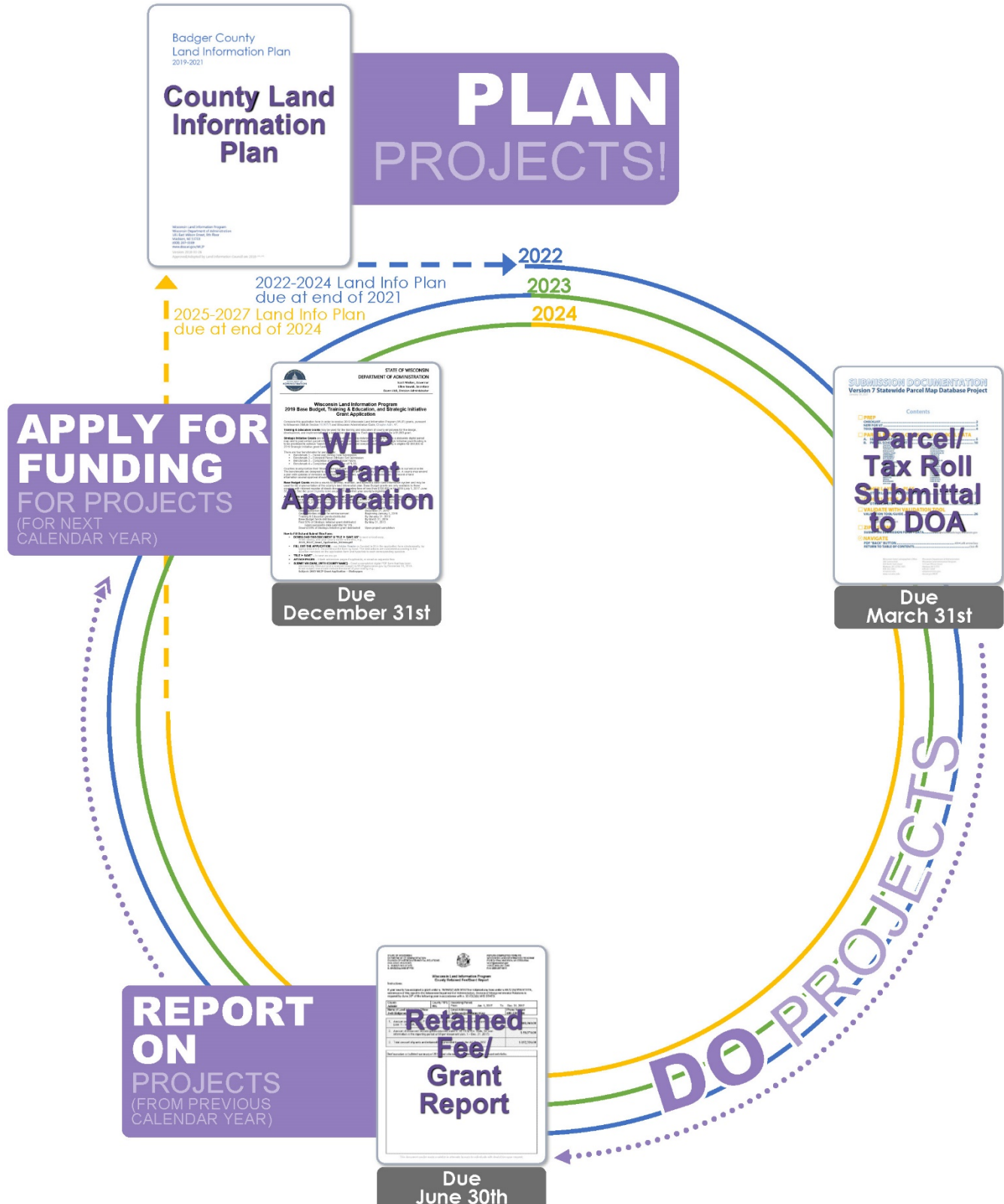


Figure 1. The WLIP Land Information Plan/Grant Project Cycle

## Project Plan to Maintain Searchable Format (Benchmarks 1 & 2)

### Project Description/Goal

#### How Searchable Format Will Be Maintained

- Ozaukee County will continue to maintain the searchable parcel layer through a script that can be scheduled and combine all datasets together. The County's parcel layer and tax assessment layer are completely separate databases and formats therefore we have contracted with an outside firm to facilitate the process. We are continually looking for solutions to make this process easier and therefor will continue to utilize grant funding to accommodate the schema requirements in order to meet Benchmarks 1 and 2.

### Business Drivers

- The Project Plan to Maintain Searchable Format for Benchmarks 1 & 2 is a requirement for those counties who utilize Strategic Initiative funds for parcel/tax roll formatting to prepare the data submission to DOA.
- State of Wisconsin Act 20 Requirements
- Ozaukee County Land Information Office
- Ozaukee County Treasurer's Office
- Ozaukee County Register of Deeds

### Objectives/Measure of Success

- The objective is to continue to meet the Searchable Format for Benchmarks 1 & 2 (Parcel and Zoning Data Submission, Extended Parcel Attribute Set Submission).

### Project Timeframes

| Timeline – Project Plan to Maintain Searchable Format<br>**Example** |          |                     |
|----------------------------------------------------------------------|----------|---------------------|
| Milestone                                                            | Duration | Date                |
| Project start                                                        | –        | January 1, 2022     |
| Gather data                                                          | 1 month  | January 1-30, 2022  |
| Contractor formats data                                              | 1 month  | February 1-28, 2022 |
| Project complete                                                     | –        | March 1, 2022       |

### Responsible Parties

- Ozaukee County Land Information Office
- Ozaukee County Treasurer's Office

### Estimated Budget Information

- See table at the end of this chapter for project budget information.

## Project #1: 2022 Orthophotography

### Project Description/Goal

- To acquire 2022 Orthophotography along with the other SEWRPC Counties at a base resolution of 3" pixels.
- Land Info Spending Category:** Orthoimagery

### Business Drivers

- Imagery is the most used data layers in our public and internal facing applications.
- Continuous development may not be visible on imagery flown in 5-year increments

- County land information system contains some ambiguous addresses
- Used for Zoning enforcement, law enforcement, planning, assessment, emergency management, etc.

### Objectives/Measure of Success

- To have a product that is of good image quality more frequently than in the past.

### Project Timeframes

| Timeline – Project #1 2022 Orthophotography |          |             |
|---------------------------------------------|----------|-------------|
| Milestone                                   | Duration | Date        |
| Project #1 start                            | –        | May 1, 2021 |
| Capture of Data                             | 1 month  | Spring 2022 |
| Receive Deliverables                        | 4 months | Fall 2022   |

### Responsible Parties

- Contractor to acquire and process data
- Ozaukee County Land Information Office

## Project #2: Training and Education

### Project Description/Goal

- Continued Training for the Ozaukee County staff and Land Information Council Members. Opportunities for education include but not limited to conferences, workshops, training courses, and presentations:
  - WLIA - Wisconsin Land Information Association
  - EWUG - ESRI Wisconsin User Group
  - ESRI Users Conference – San Diego, CA
  - SEWEUG - Southeast Wisconsin ESRI Technical User Group
  - Vendor sponsored demonstrations and training sessions
  - ESRI Training Courses – Virtual or in-person
  - WSLS – Wisconsin Society of Land Surveyors
- Land Info Spending Category: Training and Education

### Business Drivers

- The ever-changing world we live in drives the need for continued education. Evolving technology provides a need to learn and understand the newest technology to provide knowledge and efficiency.

### Objectives/Measure of Success

- Every year we plan to seek out opportunities to learn more about technology, policy and administration of Land Information.

### Project Timeframes

- Ongoing

### Responsible Parties

- Ozaukee County Staff

### Estimated Budget Information

- See table at the end of this chapter.

## Project #3: Web application development and Improved access to land records

### Project Description/Goal

- Continue to add additional applications to suit user needs for land information

- Continue to provide one location for users to access all the applications the County has to obtain difference types of land Information.
- Land Info Spending Category: Website development/Hosting Services

### Business Drivers

- 24 Hour access to land Information
- Increase productivity to Ozaukee County Staff and the public

### Objectives/Measure of Success

- Addition of new applications
- Continuous access to Land Information

### Project Timeframes

- Ongoing

### Responsible Parties

- Ozaukee County Staff
- Contractors

### Estimated Budget Information

- See table at the end of this chapter.

## Project #4: Prepare for NG9-1-1

### Project Description/Goal

- Upgrade 911 system and supporting data to allow for better service with NG911
- Land Info Spending Category: Other

### Business Drivers

- The Ozaukee County Sheriff's department is looking to upgrade the 911 system in summer/fall 2021 and seeks a better mapping component
- Ozaukee County Road Centerline & Addressing data needs updating to meet the standards for the NG911

### Objectives/Measure of Success

- 100% migration into NG911 Structure, Statewide NG911 Plan

### Project Timeframes

| Timeline – Project #3 Prepare for NG911 |          |         |
|-----------------------------------------|----------|---------|
| Milestone                               | Duration | Date    |
| Project #1 start                        | –        | 2020    |
| Project Complete                        | 1 month  | Ongoing |

•

### Responsible Parties

- Ozaukee County Land Information Office
- Ozaukee County Sheriff's Department
- Ozaukee County Emergency Management

### Estimated Budget Information

- See table at the end of this chapter.

## Project #5: Document Scanning and Indexing

### Project Description/Goal

- Ozaukee County has about 150,000 images that have not been indexed and is not searchable in our database. Our goal is to complete 1/3 indexing per year.
- **Land Info Spending Category:** Parcel Mapping/ROD Real Estate Document Indexing and imaging

### Business Drivers

- Records unsearchable for title companies and genealogy

- Decreased efficiency in searching records
- Books are falling apart, pages loose, broke binding and we wish to preserve these books

### Objectives/Measure of Success

- \*\*All images indexed and searchable

### Project Timeframes

| Milestone                             | Duration  | Date                 |
|---------------------------------------|-----------|----------------------|
| Project start                         | –         | Jan 1, 2022          |
| Scanning of document                  | 12 months | Jan 1 – Dec 31, 2022 |
| Indexing Documents previously scanned | 12 months | Jan 1 – Dec 31, 2023 |
| Index newly scanned documents         | 12 months | Jan 1 – Dec 31, 2024 |

### Responsible Parties

- Register of Deeds office (10%) Contractor (90%)

### Estimated Budget Information

- See table at the end of this chapter.

## Estimated Budget Information (All Projects)

### Estimated Budget Information

| Project Title                                           | Item                                      | Unit Cost/Cost                  | Land Info Plan                      | Project Total              |
|---------------------------------------------------------|-------------------------------------------|---------------------------------|-------------------------------------|----------------------------|
|                                                         |                                           |                                 | Citations<br>Page # or section ref. |                            |
| <b>1) Maintain Benchmarks 1 &amp; Searchable Format</b> | GIS Coordinator position                  | 5% of \$75,000 = 3,750 per yr.  | Page 38                             |                            |
|                                                         | GIS contractor from Company TBD           | \$10,000                        |                                     |                            |
|                                                         |                                           |                                 |                                     | <b>\$21,250</b>            |
| <b>2) 2022 Orthophotography – 3” Resolution</b>         | Contractor - SEWRPC                       | \$19,478                        | Page 12                             |                            |
|                                                         | Contractor (TBD) – Processing and Caching | \$3,000                         |                                     |                            |
|                                                         |                                           |                                 |                                     | <b>\$22,478</b>            |
| <b>3) Training and Education</b>                        | ESRI Training Courses                     | \$3750 - 8250                   | Page 25                             |                            |
|                                                         | Conferences, - ESRI User WLIA, EWUG. etc. | \$12,000 over 3 yrs.            |                                     |                            |
|                                                         |                                           |                                 |                                     | <b>\$15,750-\$20,250</b>   |
| <b>4) Web Application Development</b>                   | GIS Coordinator                           | 25% of 75000 =18,750 per yr.    | Page 24                             |                            |
|                                                         | GIS Technician                            | \$25% of 62,000 =15,500 per yr. |                                     |                            |
|                                                         | Contractor (TBD)                          | \$25,000 - 45,000               |                                     |                            |
|                                                         |                                           |                                 |                                     | <b>\$127,750 - 147,750</b> |
| <b>5) NG 9-1-1</b>                                      | GIS Coordinator                           | 25% of 75,000=18,750            | Page 13                             |                            |
|                                                         | GIS Technician                            | 40% of 62,000=24,800            |                                     |                            |
|                                                         |                                           |                                 |                                     | <b>\$130,650</b>           |
| <b>6) Document Scanning and Indexing</b>                | Contractor TBD – Cost unknown             | 100,000                         | Page 11                             |                            |
|                                                         |                                           |                                 |                                     | <b>\$100,000</b>           |
| <b>GRAND TOTAL - Est</b>                                |                                           |                                 |                                     | <b>\$442,378</b>           |

Note: These estimates are provided for planning purpose only, budget is subject to change. Optional items may be considered by Land Information Council but are not guaranteed projects to be included in grant application, each year will vary by availability of funds and actual expenses. Optional items not included in bolded category totals, however they are included in higher end of all project grand total.

■ ■ ■

RESOLUTION NO. 21-55

PROJECT FUND RECOMMENDATION - HH PETERS YOUTH CAMP AND  
COMPENSATION STUDY

WHEREAS, the Ozaukee County Board of Supervisors established a Project Fund to address deferred capital projects and other one-time operational proposals in county departments that will allow for the completion of essential projects in 2020; and

WHEREAS, county departments and the County Administrator have identified two projects as critical due to project timelines and eligible for funding; and

NOW, THEREFORE, BE IT RESOLVED, by the Ozaukee County Board of Supervisors that the following projects be approved and adopted for completion from the Project Fund in the line item accounts detailed below;

401-1-01-60000-029 Compensation Study: \$100,000

401-1-01-60000-030 HH Peter's Youth Camp ADA Upgrades: \$56,000

FURTHER RESOLVED, that the monies remaining in the project fund shall be reserved to finance future projects following a recommendation by the proper Standing Committee, Executive Committee and the approval of the Ozaukee County Board of Supervisors; and

FURTHER RESOLVED, that any change orders exceeding \$5,000 of the budget amounts detailed above shall require approval by the proper Standing Committee, Executive Committee and the Ozaukee County Board of Supervisors; and

FURTHER RESOLVED, that any change orders less than \$5,000 of the budget amounts detailed above shall require approval by the County Administrator in consultation with the County Board Chairperson and the proper Standing Committee Chairperson.

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

*SUMMARY: Funding HH Peters Youth Camp ADA Upgrades and Compensation Study from County Project Fund.*

*VOTE REQUIRED: Majority*

FINANCE COMMITTEE

12/17/21

Finance Committee APPROVED

|                  |                                             |
|------------------|---------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                 |
| <b>MOVER:</b>    | J. Strom, Supervisor District 21            |
| <b>SECONDER:</b> | D. Larson, Supervisor District 8            |
| <b>AYES:</b>     | P. Melotik, T. Richart, D. Larson, J. Strom |
| <b>EXCUSED:</b>  | T. Winker                                   |

**Finance Committee**  
**AGENDA INFORMATION SHEET**

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|                     |                        |
|---------------------|------------------------|
| <b>AGENDA DATE:</b> | <b>January 5, 2022</b> |
| <b>DEPARTMENT:</b>  | <b>Administrator</b>   |
| <b>DIRECTOR:</b>    | <b>Jason Dzwinel</b>   |
| <b>PREPARER:</b>    | <b>Jason Dzwinel</b>   |

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**Agenda Summary** Project Fund Recommendation - HH Peters Youth Camp and Compensation Study

**BACKGROUND INFORMATION:** The current balance of the Project Fund is \$1.2 Million. In an effort to facilitate the timelines of two county projects staff recommends that the Finance Committee and County Board establish budgets for the HH Peter's Youth Camp ADA upgrades and the Compensation Study.

**ANALYSIS:** The HH Peter's Youth Camp ADA upgrades is a project that the county applied for funds through the Revolving Loan Fund closeout funding in 2020. Approximately \$108,000 was budgeted for this project from the RLF closeout funding, bids received were at \$164,000 (including a 10% contingency). This project needs to be completed before January 1, 2022 or the county must forfeit the use of the closeout funds.

The Compensation Study preferred timeline is to begin the effort in January of 2022 for the purpose of 2023 Budget planning and development.

**FISCAL IMPACT:** \$156,000 from the Project Fund.

**FUNDING SOURCE:** Project Fund Account

**RECOMMENDED MOTION:** Staff respectfully requests that the Finance Committee approve the establishment of budgets for the HH Peter's Youth Camp ADA upgrades and the Compensation Study in the Project Fund.

## RESOLUTION NO. 21-56

### REVISED BY EXECUTIVE COMMITTEE - 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 Executive Committee.

- (b) No regular meeting of the County Board shall be rescheduled to 6:00 P.M. with less than seven (7) 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 Executive Committee.
- (4) No public informational meeting of the County Board shall be scheduled with less than seven (7) 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

01/03/22

Executive Committee

APPROVED

|                  |                                            |
|------------------|--------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                |
| <b>MOVER:</b>    | M. Wolf, 2nd Vice- Chairperson             |
| <b>SECONDER:</b> | K. Geracie, Supervisor District 15         |
| <b>AYES:</b>     | Schlenvogt, Melotik, Wolf, Geracie, Nelson |

**Executive Committee**  
**AGENDA INFORMATION SHEET**

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|                     |                        |
|---------------------|------------------------|
| <b>AGENDA DATE:</b> | <b>January 5, 2022</b> |
| <b>DEPARTMENT:</b>  | <b>Administrator</b>   |
| <b>DIRECTOR:</b>    | <b>Jason Dzwinel</b>   |
| <b>PREPARER:</b>    | <b>Jason Dzwinel</b>   |

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**Agenda Summary** REVISED BY EXECUTIVE COMMITTEE - 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.

ORDINANCE NO. 21-8

AMENDMENT TO THE COUNTY-OWNED LANDS ZONING ORDINANCE/MAP  
THROUGH ADDITION OF THE “COUNTY HIGHWAY KK PROPERTY”, PARCEL  
NUMBER 07-020-07-000.01, AND SUBSEQUENT REZONE TO G-1

An Ordinance amending Chapter XV, Ozaukee County-Owned Lands Zoning, of the Ozaukee County Code of Ordinances pertaining to Section 15.022, Zoning Map and Attachment 1, Tax Key Numbers for County-Owned Lands Proposed to be Zoned Under County Zoning Ordinance.

The County Board of Supervisors of the County of Ozaukee does ordain that Section 15.022, Zoning Map and Attachment 1, Tax Key Numbers for County-Owned Lands Proposed to be Zoned Under County Zoning Ordinance of the Ozaukee County Code of Ordinances be amended as follows:

Add the following to Attachment 1, Tax Key Numbers for County-Owned Lands Proposed to be Zoned Under County Zoning Ordinance and Inclusive of the Revised Zoning Map:

"County Highway KK Property, Town of Port Washington, NW1/4 Sec 20, G-1, 07-020-07-000.01"

This Ordinance shall take effect upon enactment and publication.

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

*SUMMARY: Amendment to Attachment 1, Tax Key Numbers for County-Owned Lands Proposed to be Zoned Under County Zoning Ordinance, of the Ozaukee County-Owned Lands Zoning Ordinance (Chapter XV) and the Ozaukee County-owned Lands Zoning Ordinance Map (Section 15.022) through addition of the “County Highway KK Property” (parcel #07-020-07-000.01) and subsequent rezone to G-1.*

*VOTE REQUIRED: Majority*

NATURAL RESOURCES COMMITTEE

12/02/21

Natural Resources Committee

APPROVED

|                  |                                         |
|------------------|-----------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>             |
| <b>MOVER:</b>    | B. Ross, Supervisor District 19         |
| <b>SECONDER:</b> | N. Minkel-Dumit, Supervisor District 26 |
| <b>AYES:</b>     | B. Jobs, N. Minkel-Dumit, B. Ross       |
| <b>EXCUSED:</b>  | R. Holyoke                              |

**Natural Resources Committee**  
**AGENDA INFORMATION SHEET**

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|                     |                           |
|---------------------|---------------------------|
| <b>AGENDA DATE:</b> | <b>January 5, 2022</b>    |
| <b>DEPARTMENT:</b>  | <b>Planning and Parks</b> |
| <b>DIRECTOR:</b>    | <b>Andrew Struck</b>      |
| <b>PREPARER:</b>    | <b>Andrew Struck</b>      |

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**Agenda Summary** Amendment to the County-Owned Lands Zoning Ordinance/Map through addition of the “County Highway KK Property”, parcel number 07-020-07-000.01, and subsequent rezone to G-1

BACKGROUND INFORMATION: Pyramid Network Services, LLC (consultant) alongside Dish Wireless, is proposing to add a new collocator on an existing US Cellular tower in the Town of Port Washington. Additionally, Dish Wireless is proposing to install 3 antennas and associated appurtenances on the tower alongside a 5 x 7 steel platform at the base housing two equipment cabinets. The existing 160’ tower is located at 3508 County Hwy KK in the Town of Port Washington within the County Highway KK right-of-way at the intersection with County Highway LL (parcel #07-020-07-000.01). The tower height will not change and the ground footprint will not change as a part of this project. Through review of the above proposal, the Ozaukee County Planning and Parks Department (Department) found this County-owned parcel containing the cell tower is currently missing from the County-owned Lands Zoning Ordinance. The newly created parcel (#07-020-07-000.01) is owned by Ozaukee County and is currently unzoned under the Ozaukee County-Owned Lands Zoning Ordinance. The Department is proposing the parcel known as the “County Highway KK Property” be added to the Ozaukee County-Owned Lands Zoning Ordinance and Ozaukee County-Owned Lands Zoning Ordinance Map via amendment, and subsequently be rezoned G-1 (Governmental and Institutional District). The G-1 District is intended to provide areas necessary to accommodate County services and facilities, and where cell towers are listed as a permitted principal use (15.024 (A)). The existing tower does fall under the Permitted Principal Uses and Permitted Accessory Uses of the G-1 District per 15.024 (A) and 15.024 (B) of the Ozaukee County-Owned Lands Zoning Ordinance.

ANALYSIS: 15.031 of the County-Owned Lands Zoning Ordinance states: “*Whenever the public necessity, convenience, general welfare, or good zoning practice require, the Ozaukee County Board of Supervisors may, by ordinance, change the district boundaries or amend, change, or supplement the regulations established by this Ordinance or amendments thereto. Such change or amendment shall be subject to the review and recommendation of the Natural Resources Committee*”. Thus, it is the staff recommendation that the County-owned Lands Zoning Ordinance be amended to add the “County Highway KK Property” (parcel #07-020-07-000.01) and rezone that parcel to the G-1 District.

FISCAL IMPACT: N/A FUNDING SOURCE: N/A

RECOMMENDED MOTION: Approve and recommend to the Ozaukee County Board of

Supervisors the amendment to Attachment 1, Tax Key Numbers for County-Owned Lands Proposed to be Zoned Under County Zoning Ordinance, of the Ozaukee County-owned Lands Zoning Ordinance (Chapter XV) and Ozaukee County-owned Lands Zoning Ordinance Map (Section 15.022) through addition of the “County Highway KK Property” (parcel #07-020-07-000.01) and subsequent rezone to G-1.

**ATTACHMENTS:**

- Chapter XV First Section\_Amendment11.12.21 (002) (PDF)
- County owned lands zoning map11.23.21 (PDF)

**CHAPTER XV**  
**OZAUKEE COUNTY-OWNED LANDS ZONING ORDINANCE**

**15.01 GENERAL PROVISIONS**

**15.011 TITLE**

This Ordinance shall be known as, referred to, and cited as the “OZAUKEE COUNTY-OWNED LANDS ZONING ORDINANCE” and hereinafter referred to as the “Ordinance.”

**15.012 AUTHORITY AND JURISDICTION**

This Ordinance is adopted under the authority granted by Section 59.69(9) of the Wisconsin Statutes. The jurisdiction of this Ordinance shall apply to County-owned lands shown on the accompanying zoning map and located outside the limits of incorporated villages and cities. Also see Section 15.037 of this Ordinance.

**15.013 PURPOSE AND INTENT**

For the purpose of promoting the public health, safety, convenience, and general welfare of Ozaukee County, this Ordinance has been established to regulate lot coverage; provide adequate air, sunlight, sanitation, and drainage; prevent damage and secure safety from fire, flooding, panic, pollution, contamination, and other hazards; facilitate the provision and efficiency of adequate public services, facilities, and utilities; further the appropriate use of land and conservation of natural resources; preserve and promote the beauty of the County; prevent and control erosion, sedimentation, and other pollution of surface and subsurface waters; further the sustainability and resiliency of the County by supporting green development and infrastructure; and implement the County’s comprehensive plan or components thereof.

**15.014 ABROGATION AND GREATER RESTRICTIONS**

It is not intended by this Ordinance to repeal, abrogate, annul, impair, or interfere with any existing easements, covenants, deed restrictions, agreements, codes, ordinances, rules, regulations, or permits previously adopted or issued pursuant to law. However, wherever this Ordinance imposes greater restrictions, the provisions of this Ordinance shall govern.

**15.015 INTERPRETATION**

In the interpretation and application, the provisions of this Ordinance shall be held to be minimum requirements and shall be liberally construed in favor of the County and shall not be construed to be a limitation or repeal of any other power granted by the Wisconsin Statutes, as may be amended from time to time, or now possessed by Ozaukee County.

**15.016 SEVERABILITY**

If any section, clause, provision, or portion of this Ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby.

**15.017 REPEAL**

All other ordinances or parts of ordinances of the County inconsistent or conflicting with this Ordinance, to the extent of the inconsistency only, are hereby repealed.

#### **15.018 COMPLIANCE**

No structure, land, water, or air shall hereafter be used, and no structure or part thereof shall hereafter be located, erected, moved, reconstructed, extended, enlarged, converted, or structurally altered without

full compliance with the provisions of this Ordinance and all other applicable County, State, and Federal regulations.

#### **15.019 SHORELAND, FLOODPLAIN, AND SHORELAND-WETLAND REGULATIONS**

In addition to any other applicable use, site, or sanitary restrictions and regulations, any use on land containing shoreland, floodplain, and shoreland-wetland, as defined in Section 15.042 of this Ordinance, shall comply with the shoreland, floodplain, and shoreland-wetland provisions of Chapter VII, "Ozaukee County Shoreland and Floodplain Zoning Ordinance," of the Ozaukee County Code of Ordinances. These provisions include, but are not limited to, minimum lot area and width requirements; minimum building setback requirements from shorelines (ordinary high-water mark of navigable waters); limitations on the type of structures allowed within shorelands; limitations on clearing vegetation within 35 feet of shorelines; and restrictions on extensive filling, grading, lagooning, dredging, ditching, and excavating in shorelands. The boundaries of floodplains, shorelands, shoreland-wetlands, and other wetlands are shown on the Ozaukee County Shoreland and Floodplain zoning maps, which are a part of and regulated by Chapter VII.

#### **15.0110 CONCURRENT DISTRICTS**

Areas which are located within overlying districts, such as, for example, an overlying conservancy district, a shoreland-wetland district, and/or a floodplain district, shall be regulated by the requirements of each applicable district, and where any applicable requirements are inconsistent, the more restrictive requirement shall apply.

#### **15.0111 USE REGULATIONS**

Only the following uses may be allowed in any district.

- A. **Principal Uses and Structures** are permitted as specified in the district regulations.
- B. **Accessory Uses and Structures** are permitted as specified in the district regulations.
- C. **Principal and Accessory Uses Not Specified** in this Ordinance and which are found to be similar in character to principal and accessory uses permitted in the district may be permitted based on a review and determination by the Natural Resources Committee.
- D. **Temporary Uses** may be allowed provided that such uses are of a temporary nature, do not involve the erection of a substantial structure, and are compatible with and not detrimental to neighboring uses.

#### **15.0112 MODIFICATIONS AND EXEMPTIONS**

- A. **Exemptions to Height Limitations.** Structures, other than buildings, are exempt from the height limitations of this Ordinance; however, structures more than 35 feet in height shall be setback from all parcel and street right-of-way lines for a distance at least equal to their height. Accessory buildings are also exempt from the height limitations of this Ordinance, provided they meet the minimum setback

requirement of the zoning district in which they are located and are setback from all parcel and street right-of-way lines for a distance at least equal to their height.

- B. **Modifications to Height Limitations or Building Setback/Yard Requirements** may be granted by the Natural Resources Committee when, in the opinion of the Natural Resources Committee, the modification is compatible with the general character of the neighborhood.

#### **15.0113 SETBACKS NOT REQUIRED FROM ADJOINING COUNTY PARCELS**

Setbacks shall not be required from interior parcel lines where County sites are comprised of two or more adjoining parcels. Setback requirements apply only where a County-owned parcel adjoins a parcel not owned by the County.

#### **15.0114 COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT**

Modifications to the requirements of this Ordinance may be granted by the County Natural Resources Committee for the purpose of complying with the requirements of Title II, "Public Services," and Title III, "Public Accommodations and Commercial Facilities," of the Americans with Disabilities Act. Such compliance may require the waiving or modifications to setback or other requirements. Modifications granted by the Natural Resources Committee shall be limited to the minimum extent necessary to make structures and uses accessible and barrier free.

### **15.02 ZONING DISTRICTS**

#### **15.021 ESTABLISHMENT**

- A. **For the Purpose of this Ordinance**, lands owned by Ozaukee County and subject to this Ordinance have been placed into three basic zoning districts and two overlay zoning districts:

- P-1 Park and Recreation District
- G-1 Governmental and Institutional District
- E-1 Extractive District
- C-1 Lowland Conservancy Overlay District
- C-2 Upland Conservancy Overlay District

- B. **Boundaries of Zoning Districts** are established as shown on the map titled "Zoning Map for Ozaukee County-Owned Lands," which accompanies and is made a part of this Ordinance. Such boundaries, except the conservancy overlay districts, shall be construed to follow property lines of certain Ozaukee County-owned lands unless otherwise noted on the Zoning Map. The boundaries of the C-1 Lowland Conservancy Overlay District and C-2 Upland Conservancy Overlay District are shown on the Ozaukee County zoning map and are determined in accordance with Sections 15.026 and 15.027, respectively. All notations and references shown on the zoning map are as much a part of this Ordinance as though specifically described herein. This Ordinance hereby incorporates any future changes or any later zoning maps that may be adopted by ordinance of the County Board. Parcels regulated under this Ordinance and the zoning districts in effect in each parcel are listed in Attachment 1.

#### **15.022 ZONING MAP**

A certified copy of the zoning map is adopted as part of this Ordinance and shall be available to the public in the office of the County Planning and Parks Director. Amendments to the zoning map shall take effect upon adoption by the County Board and the filing of proof of posting or publication thereof in the office of the County Clerk.

### **15.023 P-1 PARK AND RECREATION DISTRICT**

This District is intended to provide for County-owned areas where natural resources can be preserved and the recreational needs of County residents and visitors can be provided for.

#### **A. Permitted Principal Uses**

1. Amphitheaters, arenas, field houses, and stadiums.
2. Archery ranges.
3. Boat rentals and boat mooring and access sites.
4. Botanical gardens and arboretums.
5. Campgrounds.

### **15.032 NATURAL RESOURCES COMMITTEE**

The Natural Resources Committee of the County Board is hereby declared to be the agent of the County Board for all matters pertaining to zoning under this Ordinance, except for such powers as are specifically reserved for the County Board, the County Zoning Administrator, or the County Planning and Parks Director. The Natural Resources Committee shall have the following duties and powers:

- A. To review all proposed text and map amendments to this Ordinance and recommend action to the County Board.
- B. To maintain a complete record of its proceedings.
- C. To oversee the actions of the County Planning and Parks Director related to administration of this ordinance.

### **15.033 PLANNING AND PARKS DIRECTOR**

The County Planning and Parks Director or his designee is hereby designated as the administrator of this Ordinance.

### **15.034 CHANGES OR AMENDMENTS**

A change or amendment to this Ordinance or accompanying zoning map may be initiated by the County Board, Natural Resources Committee, or County Planning and Parks Director.

### **15.035 REVIEW AND RECOMMENDATION**

The Natural Resources Committee shall review all proposed changes and amendments and shall recommend to the County Board that the petition be granted as requested, modified, or denied.

### **15.036 PUBLIC HEARING AND NOTICE**

The County Board shall hold a public hearing upon each proposed change or amendment recommended by the Natural Resources Committee, giving public notice of the time, place, and the change or amendment proposed in accordance with Section 15.037 of this Ordinance and pursuant to Section 59.69(9) of the Wisconsin Statutes. The County Board may delegate to the Natural Resources Committee the responsibility to hold public hearings required under this Section.

### 15.037 COUNTY BOARD ACTION

Following such public hearing and after careful consideration of the Natural Resources Committee's recommendations, the County Board shall act on the petition either approving, modifying and approving, or disapproving of the same.

In accordance with Section 59.69(9) of the Wisconsin Statutes, a county board may by ordinance zone and rezone lands owned by the county without necessity of securing the approval of the town boards of the towns wherein the lands are situated, provided that the county board shall give written notice to the town board of the town wherein the lands are situated of its intent to so rezone and shall hold a public hearing on the proposed rezoning ordinance and give notice of the hearing by posting in five public places in the town. This provision, however, does not apply to land that is subject to a town zoning ordinance which is purchased by the county for use as a solid or hazardous waste disposal facility or hazardous waste storage or treatment facility, as these terms are defined under Section 289.01 of the Statutes.

### 15.038 EFFECTIVE DATE

Any ordinance or amendatory ordinance adopted by the County Board shall become effective, after adoption by the County Board, after posting or publication of such adoption pursuant to Section 59.14 of the Wisconsin Statutes.

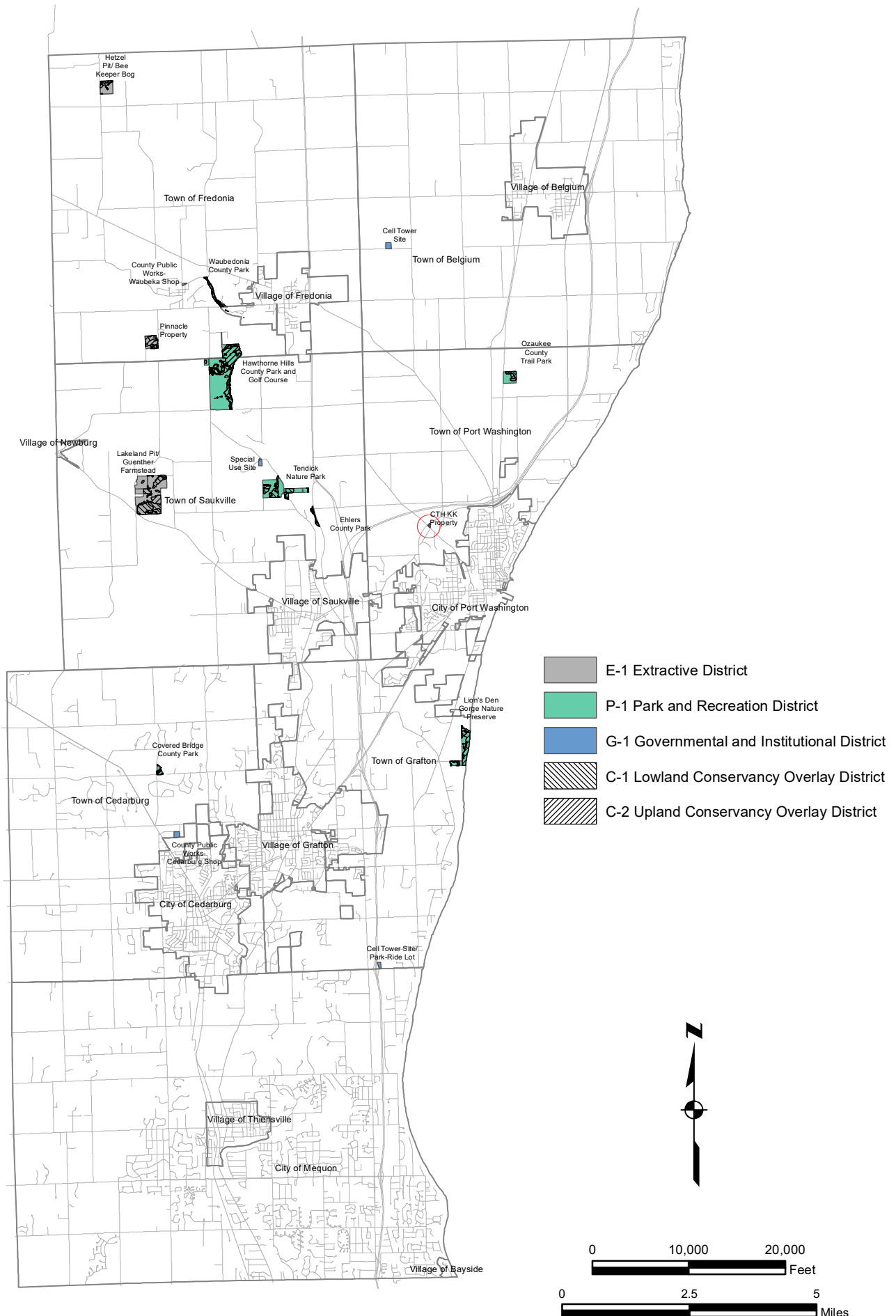
#### Attachment 1

#### TAX KEY NUMBERS FOR COUNTY-OWNED LANDS PROPOSED TO BE ZONED UNDER COUNTY ZONING ORDINANCE

| County Property                                       | Local Government  | Location                     | Zoning Classification(s)      | Tax Key Number(s)                    |
|-------------------------------------------------------|-------------------|------------------------------|-------------------------------|--------------------------------------|
| Cell Tower Site                                       | Town of Belgium   | SE ¼ Sec. 19                 | G-1                           | 01-019-15-001.00                     |
| Covered Bridge County Park                            | Town of Cedarburg | SW ¼ Sec. 10                 | P-1 with C-1 and C-2 overlays | 03-010-11-002.00                     |
| County Public Works – Cedarburg Shop                  | Town of Cedarburg | NW ¼ Sec. 22                 | G-1                           | 03-022-05-006.00                     |
| County Public Works – Waubeka Shop                    | Town of Fredonia  | SE ¼ Sec. 28                 | G-1                           | 04-051-05-060.02<br>04-051-06-080.02 |
| Hawthorne Hills County Park and Golf Course (portion) | Town of Fredonia  | SW ¼ Sec. 34                 | P-1 with C-1 and C-2 overlays | 04-034-09-001.00                     |
| Hetzel Pit/Bee Keeper Bog                             | Town of Fredonia  | SW ¼ Sec. 5                  | E-1 with C-1 and C-2 overlays | 04-005-10-000.00                     |
| Pinnacle Property                                     | Town of Fredonia  | SE ¼ Sec. 32                 | E-1 with C-1 and C-2 overlays | 04-032-13-000.00                     |
| Waubedonia County Park (portion)                      | Town of Fredonia  | SW ¼ Sec. 27<br>NE ¼ Sec. 28 | P-1 with C-1 and C-2 overlays | 04-027-00-099.00<br>04-028-04-001.00 |
| Cell Tower Site/<br>Park-Ride Lot                     | Town of Grafton   | SW ¼ Sec. 32                 | G-1                           | 06-032-11-005.00                     |

| County Property                                             | Local Government                        | Location                                                                    | Zoning Classification(s)      | Tax Key Number(s)                                                            |
|-------------------------------------------------------------|-----------------------------------------|-----------------------------------------------------------------------------|-------------------------------|------------------------------------------------------------------------------|
| Lion's Den Gorge<br>Nature Preserve                         | Town of Grafton                         | NE ¼ Sec. 9<br>NW ¼ Sec. 10<br>SW ¼ Sec. 10<br>NW ¼ Sec. 15<br>NE ¼ Sec. 16 | P-1 with C-1 and C-2 overlays | 06-010-10-002.00<br>06-009-01-002.00                                         |
| Ozaukee County Trail<br>Park                                | Town of<br>Port Washington              | SE ¼ Sec. 4                                                                 | P-1 with C-1 and C-2 overlays | 07-004-13-002.00                                                             |
| Hawthorne Hills County<br>Park and Golf Course<br>(portion) | Town of Saukville                       | NW ¼ Sec. 3<br>SW ¼ Sec. 3<br>NE ¼ Sec. 4                                   | P-1 with C-1 and C-2 overlays | 08-003-05-000.00<br>08-004-01-001.00                                         |
| Lakeland Pit/Guenther<br>Farmstead                          | Town of Saukville                       | NW ¼ Sec. 16<br>NE ¼ Sec. 17<br>SE ¼ Sec. 17                                | E-1 with C-1 and C-2 overlays | 08-017-13-000.00<br>08-017-04-000.00<br>08-016-07-002.00<br>08-017-03-000.00 |
| Ehlers County Park                                          | Town of Saukville                       | SE ¼ Sec. 14<br>NE ¼ Sec. 23<br>NW ¼ Sec. 24                                | P-1 with C-1 and C-2 overlays | 08-023-01-000.00<br>08-024-06-001.00                                         |
| Special Use Site                                            | Town of Saukville                       | SE ¼ Sec. 10<br>NE ¼ Sec. 15                                                | G-1                           | 08-015-01-002.00<br>08-053-00-000.02                                         |
| Tendick Nature Park                                         | Town of Saukville                       | NW ¼ Sec. 14<br>SW ¼ Sec. 14<br>SE ¼ Sec. 14                                | P-1 with C-1 and C-2 overlays | 08-014-10-002.00<br>08-014-14-001.00                                         |
| <a href="#">County Highway KK<br/>Property</a>              | <a href="#">Town of Port Washington</a> | <a href="#">NW ¼ Sec. 20</a>                                                | <a href="#">G-1</a>           | <a href="#">07-020-07-000.01</a>                                             |

# ZONING MAP FOR OZAUKEE COUNTY-OWNED LANDS



Attachment: County owned lands zoning map11.23.21 (ORD-21-8 :

Source: Ozaukee County Planning and Parks Department

## **Ozaukee County Board**

### **AGENDA INFORMATION SHEET**

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**AGENDA DATE:** January 5, 2022  
**DEPARTMENT:** County Clerk  
**DIRECTOR:** Julie Winkelhorst  
**PREPARER:** Julie Winkelhorst

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**Agenda Summary** January 2022 Committee Appointments / Reappointments

#### **HEALTH & HUMAN SERVICES COMMITTEE**

Appoint Catherine Frohman

#### **HUMAN SERVICES BOARD**

Appoint Catherine Frohman with a term to expire April 19, 2022

#### **PUBLIC SAFETY COMMITTEE**

Appoint Eric Stelter