



REVISED
AGENDA
OZAUKEE COUNTY BOARD
REGULAR MEETING
WEDNESDAY, JUNE 7, 2023 – 9:00 AM
ADMINISTRATION CENTER - ROOM A-204
121 W. MAIN STREET, PORT WASHINGTON, WI 53074

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**
- 2. PLEDGE OF ALLEGIANCE TO THE FLAG**
- 3. APPROVAL OF MINUTES**
 - a. May 3, 2023 Minutes
- 4. PUBLIC COMMENT**
 - Legislative Update
 - Chairperson's Proclamation
- 5. COMMUNICATIONS**
- 6. CLAIMS**
- 7. REPORT OF COUNTY ADMINISTRATOR**
 - County Administrator's Report June 2023
 - EMS Grant Update
 - Opiate Funds Planning
 - 2024 Budget
 - Employee Engagement
 - ARPA Grants
 - State Municipal Aid Legislation
- 8. RESOLUTIONS**
 - RES.23-6: Increase of Revenue 2023 - Planning & Parks; Public Health
 - RES.23-7: Amending Chapter 3 of the Ozaukee County Policy and Procedure Manual - Positions & Pay Grades: Children's Long-Term Support and Youth Justice Supervisor Position
 - RES.23-8: Amending Chapter 3 of the Ozaukee County Policy and Procedure Manual - Wage Study Appeals
 - RES.23-9: Amending Section 4.04(1) of the Ozaukee County Policy and Procedure Manual - Vacation
 - [Motion to Reconsider Resolution No. 23-3 Question #7 – United Way of Northern Ozaukee: \\$200,000 - One-time operational grant to support the Community Services Navigator Program](#)
- 9. ORDINANCES**
 - ORD.23-2: Shoreland & Floodplain Zoning Map Amendment - Town of Belgium, Section 7
- 10. COMMITTEE APPOINTMENTS/REAPPOINTMENTS**
 - June 2023 Committee Appointments/Reappointments
- 11. COMMITTEE REPORTS AND SUPERVISOR ANNOUNCEMENTS**
- 12. ADJOURNMENT**

Ozaukee County Board**AGENDA INFORMATION SHEET**

AGENDA DATE:	June 7, 2023
DEPARTMENT:	County Clerk
DIRECTOR:	Julie Winkelhorst
PREPARER:	Tyler Quaas

Agenda Summary May 3, 2023 Minutes

[<https://www.co.ozaukee.wi.us/AgendaCenter/ViewFile/Minutes/ 05032023-3240>](https://www.co.ozaukee.wi.us/AgendaCenter/ViewFile/Minutes/05032023-3240)

OZAUKEE COUNTY BOARD

Ozaukee County Board

AGENDA INFORMATION SHEET

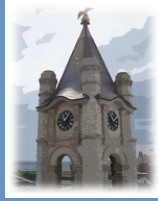
AGENDA DATE:	June 7, 2023
DEPARTMENT:	Administrator
DIRECTOR:	Jason Dzwinel
PREPARER:	Tyler Quaas

Agenda Summary County Administrator's Report June 2023

ATTACHMENTS:

- County Administrator's Report June 2023 (PDF)

OZAUKEE COUNTY BOARD



County Administrator's Report

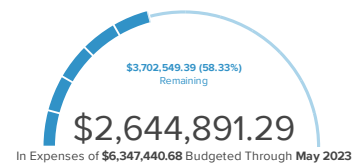
June 7, 2023

FINANCE

- March Sales revenue was \$951,640 vs \$752,730 last year for March. A big increase over last year. Through March we are \$143,889 ahead of 2022. (Sales tax receipts are on a two month lag).

Finance Committee

Data Updated Jun 04, 2023, 3:20 PM | Prorated Budget

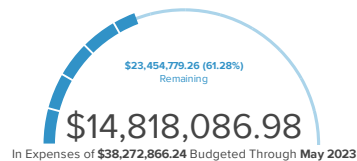


HUMAN SERVICES

- Lasata Campus rounds out Management Team with hire of Director of Nursing

Human Services

Data Updated Jun 04, 2023, 3:20 PM | Prorated Budget

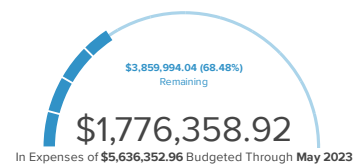


NATURAL RESOURCES

- 4-H Educator recruitment continues
- Hawthorne Hills Facility stymied by availability of power supply connections

Natural Resources

Data Updated Jun 04, 2023, 3:20 PM | Prorated Budget

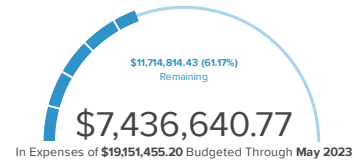


PUBLIC SAFETY -

- No May meeting

Public Safety

Data Updated Jun 04, 2023, 3:20 PM | [Prorated Budget](#)

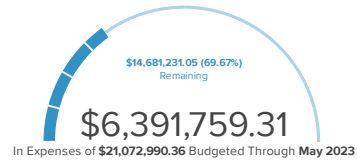


PUBLIC WORKS

- No May meeting

Public Works

Data Updated Jun 04, 2023, 3:20 PM | [Prorated Budget](#)



RESOLUTION NO. 23-6

INCREASE OF REVENUE 2023 - PLANNING & PARKS; PUBLIC HEALTH

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>
Planning & Parks				
Expense	221-1-01-51101-000	Regular Salaries and Wages	\$15,000	
Expense	221-1-01-52002-000	Travel/Mileage	250	
Expense	221-1-01-53154-000	Licenses & Other Fees	750	
Expense	221-1-01-54106-000	Professional Services	14,000	
Revenue	221-1-01-42310-000	State Aid - DATCP FPP Grant		\$30,000
Expense	221-1-01-51101-000	Regular Salaries and Wages	\$54,714	
Expense	221-1-01-52002-000	Travel/Mileage	786	
Expense	221-1-01-53601-000	Other Material Supplies	58,500	
Expense	221-1-01-54533-000	Contracted Outside Employment	86,000	
Revenue	221-1-01-42110-000	Fed Aid - USFS Coastal Parks Phase II		\$200,000
Expense	221-1-01-54106-000	Professional Services	\$31,000	
Expense	221-1-01-55103-000	Highway - Grounds Maintenance/Construction	135,700	
Revenue	221-1-01-42110-000	Fed Aid - WCMP CBCGNP Improvements		\$166,700
Public Health				
Expense	204-2-06-51101-000	Grants - Salaries & Wages	\$5,153	
Expense	204-2-06-52002-000	Grants - Travel/Mileage	845	
Expense	204-2-06-55101-000	Grants - Highway Vehicle Maintenance	3,175	
Expense	204-2-06-53101-000	Grants - Office Supplies	1,699	
Revenue	204-2-06-42335-000	Grants - Beach Testing Grant		\$10,872

Dated at Port Washington, Wisconsin, this 7th day of June 2023.

SUMMARY: Wisconsin Department of Agriculture, Trade and Consumer Protection Farmland Preservation Plan Grant-\$30,000; U.S. Forest Service Great Lakes Restoration Initiative Forest Restoration Grant-\$200,000; Wisconsin Coastal Management Program Grant-\$166,700; and Wisconsin Department of Natural Resources 2023 Wisconsin Beach Monitoring Program Grant -

\$10,872.

VOTE REQUIRED: Two-Thirds of Members Elect

05/25/23

Finance Committee APPROVED

RESULT: **APPROVED [UNANIMOUS]**

MOVER: E. Stelter, Supervisor District 18

SECONDER: D. Larson, Vice-Chairperson

AYES: P. Melotik, D. Larson, E. Stelter, J. Hagen

EXCUSED: T. Winker

FINANCE COMMITTEE

Finance Committee
AGENDA INFORMATION SHEET

AGENDA DATE:	June 7, 2023
DEPARTMENT:	County Clerk
DIRECTOR:	Julie Winkelhorst
PREPARER:	Tyler Quaas

Agenda Summary Increase of Revenue 2023 - Planning & Parks; Public Health

ATTACHMENTS:

- Planning & Parks (PDF)
- Public Health (PDF)

Natural Resources Committee

AGENDA INFORMATION SHEET

AGENDA DATE: May 4, 2023
DEPARTMENT: Planning and Parks
DIRECTOR: Andrew Struck
PREPARER: Andrew Struck

Agenda Summary Increase of Revenue Budget Amendment for a Wisconsin Coastal Management Program Grant for Public Access Improvements and Wetland Restoration at Clay Bluffs Cedar Gorge Nature Preserve

BACKGROUND INFORMATION: The Ozaukee County - Planning and Parks Department (Department) was awarded a grant from the Wisconsin Coastal Management Program (WCMP) to fund County activities to improve public access and begin habitat restoration activities at Clay Bluffs Cedar Gorge Nature Preserve County Park (Nature Preserve). The Department and the Ozaukee Washington Land Trust recently acquired the 134-acre Clay Bluffs Nature Preserve in fall 2022 with the support of Ozaukee County, multiple federal and state grants and contributions from local partners and private donors. The Nature Preserve, located on the Lake Michigan shoreline, is undeveloped and there is significant public interest in improving public access both throughout the new park and to Lake Michigan. In addition, public access improvements and habitat restoration projects reflect long-term goals and requirements of several of the acquisition grants. A WCMP Coastal Resiliency grant was awarded in 2020 to support development of a Master Plan for the Nature Preserve. The master plan addresses appropriate conservation and native restoration of the existing marginal farmland to prairie/grassland, forest (e.g., coastal lake forest) and wetlands, Lake Michigan bluff erosion and stability, management of invasive species, passive recreational use and access to Lake Michigan, and enhancement and restoration of the existing coastal forest and wetland habitat. WCMP and matching funding will support design and construction of a public paved parking lot, a pedestrian trail loop with boardwalks, and wetland and native prairie restoration adjacent to the new parking lot on the southern portion of the Nature Preserve.

ANALYSIS: The WCMP grant award is \$166,700. The Ozaukee County Natural Resources Committee unanimously approved the submittal and acceptance of the WCMP grant at its November 3, 2022, meeting (Ayes: Holyoke, Jobs, Ross, Matera, Schoessow). A 60% match (\$250,000) is required, which will be provided from pending Ozaukee County CIP funds (\$181,000), a pending Wisconsin Department of Natural Resources (WDNR) Knowles-Nelson Stewardship (Stewardship) grant (58,000), a pending WDNR County Conservation Aids (\$3,000), a pending Wisconsin Energies Foundation (WEF) grant (\$3,000), an awarded American Transmission Company grant (\$5,000), and in-kind Department staff time, equipment, contractual and materials and supplies for a total project cost of approximately \$416,700.

FISCAL IMPACT:

Balance Current Year: NONE (Additional Program Revenue \$166,700)

Next Year's Estimated Cost: \$181,000 (Additional Program Revenue \$166,700)

Indicate source: WCMP Grant, Ozaukee County CIP Request, pending WDNR Stewardship & CCA and WEF grants, an awarded ATC grant and in-kind Department staff time, equipment, contractual, materials and supplies.

RECOMMENDED MOTION: Approve and recommend to the Ozaukee County Board of Supervisors the budget amendment for the Wisconsin Coastal Management Program grant for public access improvements and wetland restoration at Clay Bluffs Cedar Gorge Nature Preserve County Park.

ATTACHMENTS:

- BA_2023_NRC05042023_WCMP_CBCGNP_Improvements_BA_FinalATS042623 (PDF)
- CBCGNP_ConceptualSitePlan_4.26.23Revised (PDF)

NATURAL RESOURCES COMMITTEE

RESULT: APPROVED [UNANIMOUS]

MOVER: T. Matera, Supervisor District 7

SECONDER: B. Ross, Supervisor District 19

AYES: Holyoke, Jobs, Ross, Matera, Schoessow

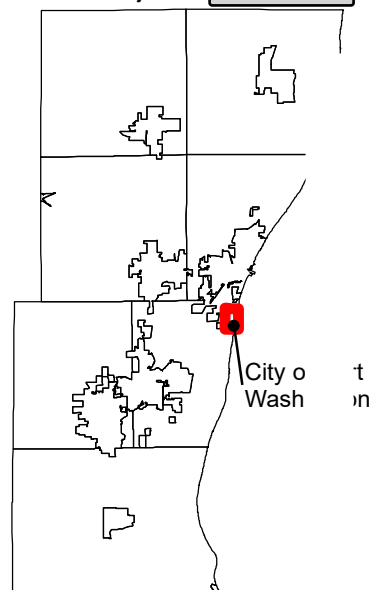
Clay Bluffs Cedar Gorge Nature Preserve (134 +/- Acres)

8.a

REVISED Conceptual Site Plan

Planned
Bike Parking

Maintenance Road/
Maintenance Parking



Legend

- Nature Preserve
- Planned Multi-Use Trail (Paved)
- Paved Trail (Universally Accessible)
- Gravel Trail (Universally Accessible)
- Woodchip/Grass Trail
- Boardwalks
- Deck Overlook
- Parking (Paved)
- Pavilion/Bathroom
- Native Landscaping
- Bridge
- Staircase to Lake Michigan
- Future Observation Tower
- Maintenance Road
- Not Encumbered by Fed. Grant
- Hydroline
- Wetland (WWI, 2019)
- Port Washington Clay Banks N
- Cedar Gorge NA
- Potentially Restorable Wetland
- Existing Forest
- Existing Shrub-Carr/Forest

Restoration Areas

- Clay Seepage Bluff
- Prairie/Wet Prairie
- Woodland

Attachment: Planning & Parks (RES.23-6 : INC REV)

Planned
Future Pavilion/
Bathroom

Lake Michigan

Potential Future
Trail Connection

0 250 500 1,000 Feet



Natural Resources Committee

AGENDA INFORMATION SHEET

AGENDA DATE: May 4, 2023
DEPARTMENT: Planning and Parks
DIRECTOR: Andrew Struck
PREPARER: Andrew Struck

Agenda Summary Increase of Revenue Budget Amendment for a US Forest Service Great Lakes Restoration Initiative Forest Restoration Grant for Native Tree Planting in the Ozaukee County Coastal Parks Project Area (Phase II)

BACKGROUND INFORMATION: The Planning and Parks Department (Department) was awarded a grant from the U.S. Forest Service (USFS) - Great Lakes Restoration Initiative (GLRI) Forest Restoration grant program to improve the local ecology in the Ozaukee County Coastal Parks Project Area (Project Area) (Phase II) in the Cities of Port Washington and Mequon and Town of Grafton by planting a significant number of native trees to replace ash trees impacted by invasive emerald ash borer (EAB), protect sensitive clay bluff ecosystems along Lake Michigan and manage stormwater. Specifically, this grant will support funding of Department staff operations, contracting with private contractors, and conservation corps (i.e. AmeriCorps NCCC, Milwaukee Community Service Corps, Wisconsin Youth Conservation Corps, and Great Lakes Community Conservation Corps) for tree planting assistance and the purchase of native tree stock. Planting a high diversity and quantity of native trees will support other ongoing restoration projects to control invasive species as well as provide for shading along waterways and wetlands for fish and aquatic life habitat, replace the significant number of ash trees lost due to EAB, mitigate negative impacts to the high quality woodlands and three Natural Areas of Local Significance (NA-3), Cedar Heights Gorge, Lion's Den Gorge and Port Washington Clay Banks, support volunteer and conservation corps activities, and improve Ozaukee County's tree canopy coverage and diversity. The Department received USFS GLRI grants in 2016, 2017, 2018, 2020, 2021 for similar activities at the Mee-Kwon County Park Project Area, Ulao Creek Habitat Restoration Area, the Hawthorne Hills County Park Project Area and Coastal Parks Project Area (Phase I) and 2022 funding will support the continuation and expansion of these ongoing activities to the coastal County Parks (Lion's Den Gorge Nature Preserve, Virmond County Park and Clay Bluffs Cedar Gorge Nature Preserve).

ANALYSIS: The total grant award is \$200,000. The Ozaukee County Natural Resources Committee unanimously approved the submittal and acceptance of the USFS grant application at its November 3, 2022 meeting (Ayes: Holyoke, Jobs, Ross, Matera, Schoessow). No formal match is required. The Department will leverage funds from other pending private foundation grants (We Energies, ATC, Kohl Foundation and Argosy Foundation), secured vandalism restitution funds (Lion's Den Gorge Nature Preserve) and in-kind staff time, travel, equipment, contractual and supplies/materials to meet the grant goals. The total project cost is \$240,579. There have been no significant changes to the project or project budget since grant submittal.

FISCAL IMPACT:

Balance Current Year: NONE (\$100,000 Additional Revenue)

FUNDING SOURCE: County Levy: X Non-County Levy: X

Indicate source: USFS GLRI grant, pending private foundation grants (ATC grant, Argosy Foundation, We Energies, Kohl Foundation), vandalism restitution funds (secured - LDGNP) and in-kind Department staff, equipment, travel, contractual, and supplies/materials.

RECOMMENDED MOTION: Approve and recommend to the Ozaukee County Board of Supervisors the budget amendment for the U.S. Forest Service - Great Lakes Restoration Initiative Forest Restoration grant program for native tree planting in the Ozaukee County Coastal Parks Project Area (Phase II).

ATTACHMENTS:

- BA_2023_NRC05042023_USFS_CoastalParksII_BA_FinalATS042623 (PDF)
- P&P_Dept_2022_USFS_GLRI_Coastal Parks_Map (PDF)

NATURAL RESOURCES COMMITTEE

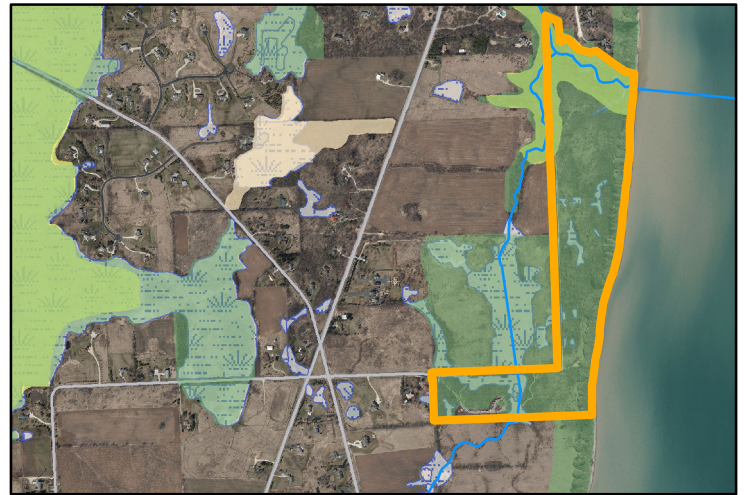
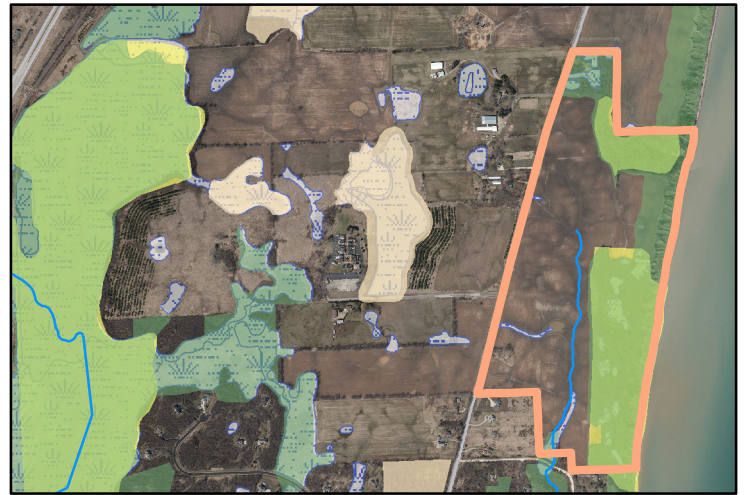
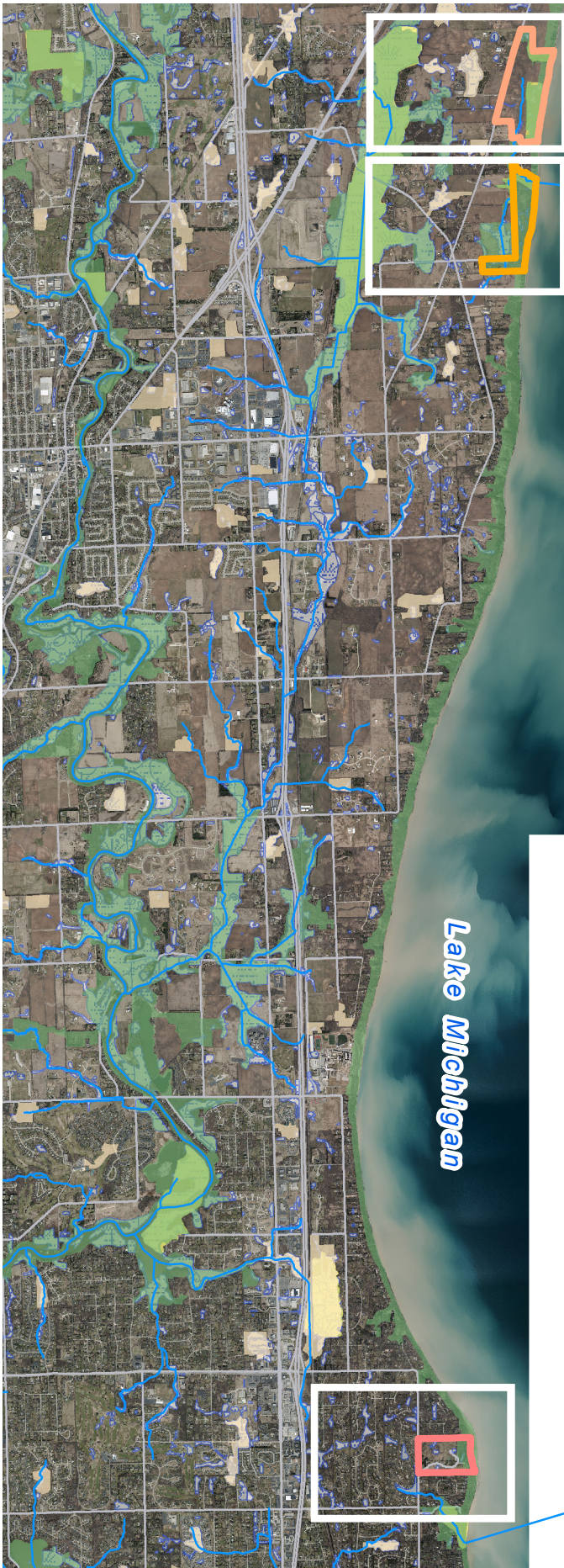
RESULT: APPROVED [UNANIMOUS]

MOVER: B. Ross, Supervisor District 19

SECONDER: K. Schoessow, Supervisor District 23

AYES: Holyoke, Jobs, Ross, Matera, Schoessow

Ozaukee County Coastal Parks Project Area



Legend

- Lion's Den Gorge Nature Preserve
- Virmond Park
- Clay Bluffs Cedar Gorge Nature Preserve
- Isolated Natural Resource Area
- Primary Environmental Corridor
- Natural Areas
- Hydroline
- Wetlands



0 0.250.5 1 Miles

Attachment: Planning & Parks (RES.23-6 : INC REV)

Natural Resources Committee

AGENDA INFORMATION SHEET

AGENDA DATE: May 4, 2023
DEPARTMENT: Planning and Parks
DIRECTOR: Andrew Struck
PREPARER: Andrew Struck

Agenda Summary Increase of Revenue Budget Amendment for a Wisconsin Department of Agriculture, Trade and Consumer Protection Farmland Preservation Planning Grant to update the Certified Farmland Preservation Plan for Ozaukee County per State Statute

BACKGROUND INFORMATION: The Ozaukee County - Planning and Parks Department (Department) was awarded a grant from the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) to fund County activities to update the County Farmland Preservation Plan (FPP). The existing FPP (adopted by the Ozaukee County Board of Supervisors July 3, 2013) expires December 31, 2023. The FPP must meet state standards (ss. 91.10 and 91.18, Wis. Stats) and be consistent with the county comprehensive plan to be state-certified and allow for county participation in the state farmland preservation program (provides tax credits to agricultural landowners that are within an eligible municipality). Currently, the Town of Belgium is the only municipality in Ozaukee County participating in the farmland preservation program. Plan certification will allow for continued participation, as well as allow for potential future participation by other interested communities. DATCP and matching funding will support Department staff time (including outreach to local municipalities and landowners) and a contract with the Southeastern Wisconsin Regional Planning Commission (SEWRPC) to complete the FPP update, similar to how the existing FPP was developed. The Department also submitted a FPP certification extension request to DATCP to extend it to December 31, 2025, with the grant application, which was approved by DATCP on April 6, 2023 (see attached approval document).

ANALYSIS: The DATCP grant award is \$30,000. The Ozaukee County Natural Resources Committee unanimously approved the submittal and acceptance of the DATCP grant application at its March 2, 2023 meeting (Ayes: Holyoke, Jobs, Ross; Excused: Matera, Schoessow). The required 1:1 matching funding will be provided by in-kind Department staff time, contractual budget (SEWRPC), materials and supplies (\$30,000) for a total project cost of \$60,000. There have been no changes to the project scope or budget since grant submittal.

FISCAL IMPACT:

Balance Current Year: In-kind Department staff time, contractual, materials and supplies (Additional Program Revenue \$10,000)

Next Year's Estimated Cost: In-kind Department staff time, contractual, materials and supplies (Additional Program Revenue \$20,000)

FUNDING SOURCE: County Levy: X Non-County Levy: X

Indicate source: DATCP FPP grant and in-kind Department staff time, contractual, materials and supplies.

8.a

RECOMMENDED MOTION: Approve and recommend to the Ozaukee County Board of Supervisors the budget amendment for the Wisconsin Department of Agriculture, Trade and Consumer Protection Farmland Preservation Planning grant to update the Certified Farmland Preservation Plan for Ozaukee County per State Statute.

ATTACHMENTS:

- BA_2023_05042023_DATCP_FPP Grant BA_FinalATS042623 (PDF)
- P&P_Dept_FPP Extension Approval (PDF)

NATURAL RESOURCES COMMITTEE

RESULT: **APPROVED [UNANIMOUS]**

MOVER: B. Ross, Supervisor District 19

SECONDER: B. Jobs, Vice-Chairperson

AYES: Holyoke, Jobs, Ross, Matera, Schoessow

Attachment: Planning & Parks (RES.23-6 : INC REV)

**STATE OF WISCONSIN
DEPARTMENT OF AGRICULTURE, TRADE AND CONSUMER PROTECTION**

**OZAUKEE COUNTY FARMLAND
PRESERVATION PLAN
CERTIFICATION**

**DOCKET NO. 089-00000-P-13-E-0423
ORDER EXTENDING CERTIFICATION
THROUGH DECEMBER 31, 2025**

INTRODUCTION

Ozaukee County has asked the Department of Agriculture, Trade and Consumer Protection (“DATCP”) to extend the county’s current farmland preservation plan certification, pursuant to Admin. Rule ATPC 49.10(2), Wis. Stats., so that the county may coordinate the farmland preservation planning process with other planning or zoning efforts in the county. DATCP has considered this matter and adopts the following decision:

FINDINGS OF FACT

(1) DATCP is an agency of the State of Wisconsin, and is responsible for administering ch. 91, Wis. Stats. (“farmland preservation law”). Under the farmland preservation law, as repealed and recreated by 2009 Wis. Act 28, DATCP is responsible for certifying county farmland preservation plans. Certification enables farmers in the affected county to claim farmland preservation tax credits under ch. 71, subch. IX, Wis. Stats.

(2) Ozaukee County is a county of the State of Wisconsin. According to s. 91.14, Wis. Stats., the current plan certification is scheduled to expire on December 31, 2023.

(3) Under Admin. Rule ATPC 49.10(2), DATCP may extend the scheduled expiration date of a county plan certification for up to 2 years, based on a written request from the county that demonstrates to the satisfaction of the DATCP Secretary that a delay would allow the county to coordinate the farmland preservation planning process with other planning or zoning efforts in the county.

(4) In a letter dated March 8, 2023 (copy attached), Ozaukee County asked DATCP to extend the scheduled expiration date of the county’s plan certification, pursuant to Admin. Rule ATPC 49.10(2), Wis. Stats. to coordinate the farmland preservation planning process with other planning or zoning efforts in the county.

CONCLUSIONS OF LAW

(1) Ozaukee County’s written request demonstrates to the satisfaction of the DATCP Secretary that a 2-year extension of the county’s current farmland preservation plan certification would allow the county to coordinate the farmland preservation planning process with other planning efforts in the county.

Attachment: Planning & Parks (RES.23-6 : INC REV)

(2) The DATCP Secretary is authorized, under Admin. Rule ATCP 49.10(2), to grant the requested extension.

ORDER

NOW, THEREFORE, IT IS ORDERED, pursuant to Admin. Rule ATCP 49.10(2), that the current certification of the Ozaukee County Farmland Preservation Plan is extended for one year, through December 31, 2025.

Dated this 6th day of April, 2023.

STATE OF WISCONSIN,
DEPARTMENT OF AGRICULTURE,
TRADE AND CONSUMER PROTECTION

By 
Brian D. Kuhn, Acting Administrator
Division of Agricultural Resource Management

Parties for Purposes of Review Under s. 227.53, Wis. Stats.:

Ozaukee County

Copies to:

Andrew T. Struck, Director
Ozaukee County Planning and Parks Dept.
121 W. Main St., P.O. Box 994
Port Washington, WI 53074

Attachment: Planning & Parks (RES.23-6 : INC REV)

Health and Human Services Committee

AGENDA INFORMATION SHEET

AGENDA DATE: May 23, 2023
DEPARTMENT: Public Health
DIRECTOR: Kim Buechler
PREPARER: Tyler Quaas

Agenda Summary Increase of Revenue Budget Amendment Wisconsin Department of Natural Resources 2023 Wisconsin Beach Monitoring Program Grant

BACKGROUND INFORMATION: The Health Department was granted \$10,872 from the Department of Natural Resources to implement the 2023 Wisconsin Beach Monitoring Program, with expenses to be incurred throughout the beach season between Memorial Day and Labor day of 2023 and being reimbursed by the DNR at the end of the season. The department plans to use these funds for necessary beach testing supplies, maintenance on vehicles used for driving between beaches, and staff time to complete in-house testing, to ensure that water quality determinations are conducted promptly and according to DNR standards.

ANALYSIS: The dollars were allocated to assure health departments have the infrastructure to support Environmental Health work. The WOPHD intends to spend the dollars to support infrastructure improvements and sustainability.

FISCAL IMPACT: \$10,872

Balance Current Year: \$10,872 Next Year's Estimated Cost: \$0

FUNDING SOURCE:

County Levy: \$0

Non-County Levy: \$10,872 Indicate source: Wisconsin Department of Natural Resources

RECOMMENDED MOTION: Approve

ATTACHMENTS:

- Public Health Beach Budget Amendment (PDF)

HEALTH AND HUMAN SERVICES COMMITTEE

Attachment: Public Health (RES.23-6 : INC REV)

RESOLUTION NO. 23-7

AMENDING CHAPTER 3 OF THE OZAUKEE COUNTY POLICY AND PROCEDURE
MANUAL - POSITIONS & PAY GRADES: CHILDREN'S LONG-TERM SUPPORT AND
YOUTH JUSTICE SUPERVISOR POSITION

RESOLVED, by the Ozaukee County Board of Supervisors, that Chapter 3 of the Ozaukee County Policy and Procedure Manual be amended to read:

Current Job Title	Department	Division	FLSA	Grade	Head Count	FTE
CLTS and Youth Justice Supervisor	Human Services	Children and Families	Exempt	16	1.0	1.0

FURTHER RESOLVED, that these changes shall take effect June 7, 2023.

Dated at Port Washington, Wisconsin, this 7th day of June 2023.

VOTE REQUIRED: Majority

SUMMARY: Amending Chapter 3 of the Ozaukee County Policy and Procedure Manual reflecting the request for one additional Children's Long-Term Support and Youth Justice Supervisor position in Human Services.

05/23/23 Health and Human Services Committee

05/25/23 Finance Committee APPROVED

RESULT: **APPROVED [3 TO 0]**
MOVER: D. Larson, Vice-Chairperson
SECONDER: E. Stelter, Supervisor District 18
AYES: P. Melotik, D. Larson, E. Stelter
ABSTAIN: J. Hagen
EXCUSED: T. Winker

Health and Human Services Committee

AGENDA INFORMATION SHEET

AGENDA DATE:	June 7, 2023
DEPARTMENT:	Human Services
DIRECTOR:	Liza Drake
PREPARER:	Liza Drake

Agenda Summary Amending Chapter 3 of the Ozaukee County Policy and Procedure Manual - Positions & Pay Grades: Children's Long-Term Support and Youth Justice Supervisor Position

BACKGROUND INFORMATION:

The Children and Families Division consists of the following service provisions: Youth Justice, Child Protection Services (CPS) Access, CPS Initial Assessment, CPS Ongoing, Family Support Workers, Independent Living Services, School Social Work Liaison, Custody Studies, Foster Care/Kinship Care, Birth to Three (B3) and Children's Long-Term Support (CLTS).

Currently, these programs employ one manager, two supervisors, and twenty-seven employees. The Children and family Division also oversees an additional CLTS contract with Lutheran Social Services (LSS) that employs one supervisor and three employees.

Within the past six years, there have been a great deal of program change within the Children and Families Division that has increased availability of services to community participants, particularly in the following programs: Child Protection Services, Youth Justice, Birth to Three and Children's Long-Term Support. This increased service provision requires additional time with families and community partners to collaborate and offer the best care for youth living in the community. As a result, staff require more support and time from Children and Families Leadership.

In attempts to provide more preventative services versus reactive services, Ozaukee County Department of Human Services (OCDHS) Child Protection Services screens in 46.6% of abuse and neglect referrals, which is higher than the state average of 37.4%. During the initial assessment process, Child Protection Services has 60 days to come up with a determination of child abuse or neglect. OCDHS spends an average of 54 out of the 60 days with families in attempts to assess their needs and provide services without further ongoing intervention. If ongoing services are deemed most appropriate, the average time OCDHS CPS provides voluntarily services is 11 months and court ordered services is 23 months. This means services are time intense to work efficiently to meet the needs of the family and ensure safety for the children. Staff require close and continuous supervision for case direction and guidance.

Wisconsin's Children in Out of Home Care 2021 report indicated that 77.3% of youth in Wisconsin's Out of Home Care had a documented disability determination. Youth needs have significantly increased while their behaviors are being serviced more in community family care settings. This trend will continue to grow. Wisconsin is looking at expanding the kinship care

program and changing foster care licensing requirements for relatives which will require more time devoted to this program expansion. Median length of stay in care is also decreasing which requires more attention to families to ensure safety needs are being met while children are transitioning back into their home of origin.

Currently about 50% of youth involved in the Youth Justice program are involved in multiple programs within the Human Services Department. In attempts to avoid youth entering the court system, OCDHS Youth Justice serves 38% of youth in voluntary services compared to the state average of 15%. Furthermore, OCDHS counsels more families at intake for the duration of the intake than the state average. Youth Justice is providing more personalized services to families. Since 2019, OCDHS has implemented assessments and treatment planning to their Youth Justice program. This has required additional ongoing training, state meetings, and reviews of all new documents with staff to ensure services are more adapted to youth. OCDHS is also implementing tailored dispositional orders that will require more training and meetings with state and county personnel to develop and implement. This will result in additional program development for Children and Family staff.

The B3 program has expanded 30% since 2018. There is an increase in the complexity of the children and their families that is being seen in the B3 program. This requires more time and resources from staff. Families are being served by multiple programs and community support which requires increased consultation and coordination.

The number of children services by the CLTS program has increased 450% since 2015. The program is becoming much more complex and has had many administrative changes the past five years. There are a great deal of intricacies involved with the Children's Long-Term Support program. The youth and families involved in this program have several assessed needs, requiring services from multiple programs at once to be able to safely live in the community.

The focus of the Children and Families Division is to reduce trauma to children by keeping them safe with their families, provide support and resources to build on family strengths, build a family's connection to their community, and prevent future maltreatment. The primary goal is to increase parental protective capacities, decrease out-of-home placements, help families develop formal and informal supports, reduce maltreatment to children, and support reunification planning to prevent re-entry in out of home care.

Due to the complexity of the youth and families that engage in the Children and Families Division, families need more time and resources from workers. In turn, staff are seeking more supervisor and management time for consultation, critical thinking and problem solving. Additionally, these cases need more consultation with community partners as well as other human service divisions and county departments.

A part of the Children and Families Manager role includes collaborating as a senior management team and projects that allow the Department to serve community constituents more effectively. With more program oversight, and staff in the Children and Families Division, consumers being served, time needs to be dedicated to supporting staff to ensure best practice models are followed and quality services are provided. Time also needs to be dedicated to program development, enhancement, and oversight. All these community initiatives require additional time to staff cases, coaching of staff in case development and improvement, and assist in expanding the intersecting partnerships.

The new Children and Families Supervisor would oversee both the Youth Justice and CLTS programs. They would be responsible for supervising five CLTS workers and overseeing the CLTS Lutheran Social Services contract. This requires consulting on cases weekly, reviewing plans and approving service requests for families. This position would also be responsible for supervising three Youth Justice workers, one of which is part-time in the Port Washington Saukville School District. Reviewing cases each week, assessing youth justice referrals, as well as providing oversight to court petitions written by Youth Justice staff would all be duties assigned to the proposed position. A Supervisor in this role often requires immediate supervisor response. Having a smaller supervisor to worker ratio would allow more supervisory availability to staff during crisis. The proposed position would also provide more coordination with other community agencies and divisions within Human Services. The position would support being a back-up of screening Access Reports and would be included in the rotation of on-call supervisor responsibilities.

The Child Welfare League of America recommends a 1:5 supervisor to staff ratio. Wisconsin's September 24, 2021, Child Welfare Workload Study reviewed work activity for Child Welfare Professionals and supervisory Child Welfare Professionals within the Department of Children and Families to allow Wisconsin to make informed decisions on work distribution and staff allocation. In the study, they developed a calculation guide to determine the recommended supervisor to staff ratio based on county specific data. When calculating, 3.5 direct supervisors to staff was recommended for Ozaukee County.

Currently the supervisor to staff ratios in the Children and Family division are 1:14 and 1:12. Several of the programs they oversee are crisis driven and require after-hours contacts with workers. In 2023, staff asked management to change the on-call rotation to prevent staff burnout. Management reduced the on-call personnel to one staff per evening versus two. As a result, on-call management does get more calls than ever before. Management is more actively involved after hours calling foster homes and contacting other counties. When called, management is processing through even more difficult scenarios than ever before.

ANALYSIS:

1) Do Nothing:

Staff and supervisors have continued to describe ongoing exhaustion and burnout from the complexities of the job. If we do nothing, staff retention will diminish. There will also be less personal attention and quality of services for families. This will lead to a higher level of caregiver burnout. This will be straining and likely a breaking point for staff. Additionally, due to the stress and staff not having as much time as they would like to staff out of home placements, children will be reunited with their families at a slower pace than we would like.

2) Contract out the service:

Youth Justice is a county program and cannot be contracted. OCDHS currently contracts out for some of their Service Coordinator case management within the CLTS program. The contracted provider has one supervisor for three staff and currently serves 109 youth. This contractor has also been plagued with consistent turnover and a struggle to recruit qualified staff. The CLTS program is program that has had numerous administrative changes from the State of Wisconsin within the past five years. This position requires a

leader to work closely with staff to ensure understanding and compliance of program rules. The contracted provider is not equipped to manage more complex youth and families than our County CLTS program staff. Contracting the service out completely is not recommended due to so much overlap with Human Services programming.

- 3) Increase hours of existing employees, hire part-time, lower classification, shared position, etc.:

The Children and Family Division offers increased hours to staff. Supervisors and staff have expressed low levels of energy working with these more complex families due to the additional time and resources they demand. Staff capacity is at their maximum.

- 4) Create new position:

Having an additional Children and Families Supervisor to assist with being available for projects or overseeing and supporting staff would assist OCDHS Children and Family employees in providing quality services to the community. Staff would get additional support from management and with more support and guidance, better services will be provided to families, stronger attachments between the family and community will be established to preserve youth in their homes and communities.

FISCAL IMPACT:

Balance Current Year: \$66,395

Next Year's Estimated Cost: \$132,790

RECOMMENDED MOTION: The Department respectfully requests the Committee's approval of a full-time Children and Family Supervisor effective on the date of the County Board's approval.

ATTACHMENTS:

- CF YJ CLTS Supervisor (DOCX)



Ozaukee County Position Description

Position Title	Children and Family Youth Justice & CLTS Supervisor
Department	Human Services
Division	Children and Family
Pay Grade	16
Classification	Full Time
FLSA Status	Exempt
Reports To	Children and Family Manager
Direct Reports	Youth Justice and Children's Long Term Support workers
Last Updated	5/2023

Job Summary

The Children and Family Youth Justice and Children's Long-Term Support (CLTS) Supervisor supervises Children and Family staff to ensure child safety and youth rehabilitation by utilizing Wisconsin Statutes, State Standards and DCF guidelines. This position is also responsible for directly overseeing service implementation and family support in the Children's Long-Term Waiver program (funded by a home and community-based service waiver and Children's Community Options Program).

Essential Functions and Responsibilities

The following duties are primarily performed and are essential for this position. Employees are expected to be able to perform each of these job duties satisfactorily and successfully with or without reasonable accommodations to be qualified for the position. Other duties may be required and assigned.

55% CLTS Case Manager Supervision and Administration:

Ensures compliance with federal, state, and administrative codes. Assigns cases, attends, and actively participates in case transfer staffing. supports CLTS case managers in all aspects including hiring, training, approval of timecards, performance evaluations, individual and group supervision, and approval of training. Provides case managers with educational opportunities to ensure they are well versed in a variety of disabilities and the challenges CLTS families face. Coordinates programmatic support and participant requests with Child and Family Program Specialist at the Bureau of Children's Services and ensures a strong partnership with the Wisconsin Department of Health Services. Assures the application of client rights, grievance and dispute resolution processes and procedures. Serves as the program contact in responding to consumer related complaints and grievances. Approves authorizations for purchase of services and items in line with service plans. Ensure the Deciding Together model is being implemented with families when making purchasing decisions. Assists to build contracted services pool through educating community partners on CLTS and Children's Community Options Program (CCOP) funding and monitors and supports contracted service agencies to assure high quality and the appropriate extent of services provided. Facilitates annual Metastar compliance review process. Coordinates and facilitates a quarterly Ozaukee County Child Come First Advisory Board meeting, as oversight for the County's CCOP funding. Reports data and program activities as needed. Facilitates weekly coaching with staff and monitors overall program performance. Functions as part of treatment teams/multi-disciplinary teams to ensure continuity of care.

30% CPS – Youth Justice Program Administration and Supervision:

Ensures compliance with federal, state, and administrative codes. Assigns cases, applies assessment skills, makes determinations regarding appropriate course of action, and provides feedback and direction to staff regarding youth justice. Directs individual supervision of case management, group supervision and emergency/drop-in supervision. Provide support. Review, edit and approve documents: Youth Justice (YJ) intake decisions and documentation, disposition reports, case plans, permanency plans, family interaction plans, Deferred Prosecution Agreements, Conditions of Supervision, referrals for service, billing requests, Child and Adolescent Needs and Strengths, placements, and foster care rates. Attends home visits, office visits and team meetings with clients when needed. Attend court hearings. Prepare for and collaborate regarding court hearings and testimony. Check ticklers, review case notes, review and approve expense reports and training authorizations. Encourage and facilitate further skills development/enhancement and/or additional training. Collaborates with Corporation Counsel, District Attorney's Office, Victim Witness Office, and Child Support. Track program statistics. Review and respond to concerns and complaints.

5% Access Assistance, On-Call Manager Rotation and Administration:

Ensures compliance with federal, state, and administrative codes. Directs individual supervision and support. Reviews, edits, screens, and assigns Access Reports and Service Reports. Collaborates immediately regarding calls with concerns for present and impending safety threats. Reviews records requests and discovery requests. Reviews and approves timesheets and time off requests. Ensures coverage for days off. Participates in Performance Evaluations, Counseling Education, Performance Improvement Plans and disciplinary action, when needed. Encourages and facilitate further skills development/enhancement, such as the Access Applied Learning Community and/or other trainings. In addition, participates in hiring decisions and makes recommendations to the Children and Family Manager. This position takes part in the on-call supervisor rotation, where decisions and supervisory consultations are made after-hours related to child protection safety and youth justice. Attend Temporary Physical Custody Meetings.

5% Collaboration:

Facilitates collaboration and maintains positive working relationships with Ozaukee County internal and community partners. Attends meetings within the Department: All-Staff Meetings, Manager/Supervisor Meetings, and Supervisor Meetings. Attends meetings within the Division: Children and Family Leadership Meetings, Division Meetings, Case Transfer Staffing and TPC Meetings. Attends state meetings: regional supervisor meetings, Regional Foster Care Meetings, and DCF State Meetings. Participates in Steps Meeting, CARE/CST Meeting, DEC/YJ Meeting, and LRCAC Case Review. Collaborates with other county supervisors regarding access reports, shared cases, courtesy requests, and level 5 foster homes. Collaborate with Crisis/Comprehensive Community Services/CLTS/Birth-to-Three/Women Infant Children Program. Consults with Corporation Counsel, District Attorney, Victim Witness and Child Support Office. Provides outreach to schools, law enforcement and community partners related to Access and Service Reports, Mandated Reporter Training and any other common needs and goals. Maintains constructive relationships with community partners related to holiday donations and on-call/YJ supervision lists.

5% Training/Program Administration:

Remains updated on Wisconsin Standards, Wisconsin Statutes, DCF 56, DCF 58, DHS 12 and DCF Initiatives. Writes and follows through with Grant Opportunities. Attends trainings for licensure requirements and supervisor trainings. Participation in strategic goal items, Trauma Informed Care initiatives, Podcast Club, Outreach Committee, and Leadership Academy. Track relevant statistics. Responds to concerns and complaints from clients and/or community members. Takes part in the

on-call supervisor rotation, where decisions are made after-hours, on-call and attend Temporary Physical Custody Meetings. This position acts as a backup the other Children and Family Supervisors and Children and Family Manager, as needed. Performs other duties as assigned.

Supervision Exercised

Direct supervision of Youth Justice and Children's Long Term Support Program

Minimum Education Qualifications

Education and/or Experience Requirements:

- Master's Degree required.
- Minimum three to five years of relative experience in Child Protection, Youth Justice and or Children's Long-Term Support, prefer one year of demonstrated leadership experience or direct supervisor experience.

Licenses, Certifications, and Other Requirements:

- Requires a valid Wisconsin Driver's License and acceptable driving record.
- Certification or licensure in the state of Wisconsin may be obtained after hire.

Minimum Knowledge, Skills, and Abilities Qualifications

In order to perform the functions and responsibilities of the position (listed above) the following knowledge, skills, and abilities are essential.

- Knowledge of approved social work principles and methods in the field of child welfare, family inter-relationships, and individual and group behavior.
- Knowledge of current social and economic problems and the way in which they affect families and individuals.
- Knowledge of Youth Justice 938
- Knowledge of Children's Long Term Support funding, Functional Screening, and Critical Incident Reporting
- Ability to communicate ideas effectively orally and in writing and have an influential presence within programs.
- Ability to establish and maintain effective working relationships with families, administrative superiors, co-workers, the general public and community partners in a manner that support collaboration.
- Ability to problem solve, think critically and unconventionally.
- Ability to be an active listener, coach staff in their development, and provide conflict resolution
- Ability to make sound decisions in high pressure situations.
- Ability to read employee emotions and predict potential employee reactions
- Skills in delegating, organization, multi-tasking, and time management.
- Skills in supervision and supportive management of staff.

In evaluating candidates for this position, Ozaukee County may consider a combination of education, training, and experience which provides the necessary knowledge, skills, and abilities to perform the duties of this position.

Physical Requirements

- Prolonged periods of sitting and working on a computer.
- Periodic periods of standing or walking.

Work Environment

Work is performed outdoors during both daytime and nighttime hours, and in all weather conditions in and around traffic.

EOE / ADA Statement

Work is typically completed in the office, in homes, in community environments, and remotely from home. The job entails a significant amount of emotional stress, including secondary trauma, given the emergency nature of the positions supervised as well as making decisions surrounding child and youth safety.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement or affect the at-will nature of the employment arrangement between the employee and company and is subject to change by the employer as the needs of the employer and requirements of the job change.

Signatures:

Employee: _____

Date: _____

Department Head: _____

Date: _____

RESOLUTION NO. 23-8

AMENDING CHAPTER 3 OF THE OZAUKEE COUNTY POLICY AND PROCEDURE MANUAL - WAGE STUDY APPEALS

RESOLVED, by the Ozaukee County Board of Supervisors, that Chapter 3 of the Ozaukee County Policy and Procedure Manual be amended to read, effective January 1, 2023:

Current Job Title	Department	Division	FLSA	Grade	Head Count	FTE
Deputy County Clerk II	County Clerk		Non-Exempt	6 <u>8</u>	2.0	2.0
Assistant Real Property Lister / Account Clerk	County Treasurer		Non-Exempt	7 <u>8</u>	1.0	1.0
Victim Witness Specialist	District Attorney		Non-Exempt	9 <u>10</u>	1.0	0.5
HR Business Partner	Human Resources		Exempt	12 <u>14</u>	1.0	1.0
Family Support Worker	Human Services	Children and Families	Non-Exempt	8 <u>9</u>	2.0	2.0
Medical Billing Clerk	Human Services	Administrative & Fiscal Support	Non-Exempt	6 <u>7</u>	1.0	1.0
Culinary Services Director	Lasata Senior Living Campus	Food Services	Exempt	10 <u>11</u>	1.0	1.0
Maintenance Supervisor I Lasata	Lasata Senior Living Campus	Maintenance	Exempt	11 <u>12</u>	1.0	1.0
Life Enhancement Director	Lasata Senior Living Campus	Recreational Therapy	Exempt	11 <u>12</u>	1.0	1.0
Parks Mechanic	Planning and Parks	Golf	Non-Exempt	10 <u>11</u>	2.0	2.0
Public Health Strategist	Public Health		Exempt	11 <u>12</u>	2.0	2.0
<u>Office Assistant IV</u>	<u>Sheriff</u>	<u>Administration</u>	<u>Non-Exempt</u>	<u>8</u>	<u>1.0</u>	<u>1.0</u>
Office Assistant III	Sheriff	Administration	Non-Exempt	7	4.0 <u>3.0</u>	4.0 <u>3.0</u>
Admin Services Coordinator SO	Sheriff	Administration	Non-Exempt	9 <u>10</u>	1.0	1.0
Account Clerk III	Sheriff	Administration	Non-Exempt	7 <u>9</u>	2.0	1.7

FURTHER RESOLVED, that these changes shall be made retroactive to January 1, 2023.

Dated at Port Washington, Wisconsin, this 7th day of June 2023.

SUMMARY: Amending Chapter 3 of the Ozaukee County Policy and Procedure Manual - Wage Study Appeals

VOTE REQUIRED: Majority

05/25/23

Finance Committee APPROVED

RESULT: **APPROVED [UNANIMOUS]**

MOVER: J. Hagen, Supervisor District 13

SECONDER: E. Stelter, Supervisor District 18

AYES: P. Melotik, D. Larson, E. Stelter, J. Hagen

EXCUSED: T. Winker

FINANCE COMMITTEE

Finance Committee
AGENDA INFORMATION SHEET

AGENDA DATE:	June 7, 2023
DEPARTMENT:	Human Resources
DIRECTOR:	Chris McDonell
PREPARER:	Chris McDonell

Agenda Summary Amending Chapter 3 of the Ozaukee County Policy and Procedure Manual - Wage Study Appeals

BACKGROUND INFORMATION: Ozaukee County retained Carlson Dettmann Consulting (CDC) to conduct a classification and compensation study for all regular full-time and part-time positions. The County has adopted the compensation plan and has allowed employees an opportunity to submit an appeal requesting a second review of the job evaluation and grade/level placement. Employee appeal forms and, when necessary, updated Job Description Questionnaires (JDQ) were submitted to Carlson Dettmann Consulting (CDC). Below is a response to each appeal request provided by CDC.

Appeals process timeline:

March 3 - Intent to Appeal forms due to HR, HR will send all forms to Carlson Dettmann

March 15 - HR sent each employee who submitted a form the job evaluation ratings for their position. Employees may meet with HR if desired to review ratings or ask questions.

March 27 - Appeals are due from employee to Department Head.

March 31 - Appeals are due to HR, with supervisor and Department Director signature on updated JDQ.

April 12 - Carlson Dettmann will meet virtually with any employee and/or Department Head who wants to discuss their updated JDQ and rationale for their appeal.

May 16 - Ozaukee County Department of Administration and Carlson Dettmann met to review CDC's recommendations for appeals approval.

May 25 - Finance Committee approves recommended appeals for approval.

June 7 - County Board approves recommended appeals for approval.

Any pay ranges that are changed through this process will be make effective retroactively to January 1, 2023.

ANALYSIS:

Clerk of Courts

- Business Manager (Controller) - This appeal requested additional consideration in the categories of thinking challenges, decision-making and interactions/communications. The appeal indicated that the position creates and implements new policies and procedures, interprets and applies state statutes, and is required to examine, research, analyze and resolve issues. The appeal also indicated that the decision-making is substantial and affects both the department and the organization. Finally, the appeal indicates the position is supervisory, directing others toward the achievement of expected outcomes. A thorough review of the original JDQ and the submitted appeal form was conducted. The original rating took into account each of the factors identified in the appeal document. There is no change recommended.

County Clerk

- Deputy County Clerk II - This appeal requested additional consideration due to a restructure of the department since the original job evaluation was completed. The appeal indicated that the position is now responsible for assigned meetings and carrying out the obligations associated with each committee. The position has taken on responsibilities previously performed by the County Clerk or the Chief Deputy County Clerk. A thorough review of the original JDQ, the revised JDQ, and the submitted appeal form was conducted. Based on this review a modification was made to the Interactions and Communications evaluation category. This change result in a recommendation to increase the paygrade to Pay Grade 8.

Treasurer

- Assistant Real Property Lister/Account Clerk - This appeal requested additional consideration due to the removal of the account clerk job duties. During the meeting, the Treasurer noted additional consideration should be given to the autonomy given to the position, the challenges associated with managing assessments for 16 municipalities, and the decisions that are required on a regular and ongoing basis by the position. A thorough review of the original JDQ, the revised JDQ, and the information obtained during the meeting with the County Treasurer was conducted. Based on this review modifications were made to the thinking challenges and the decision-making evaluation categories. These changes result in a recommendation to increase the pay grade to Pay Grade 8.

District Attorney's Office

- Assistant Victim Witness Coordinator (Specialist) - This appeal requested additional consideration in the categories of thinking challenges, decision-making, and interactions/communications. During the meeting with the District Attorney, it was noted that this position carries its own caseload and is solving problems,

making decisions, and interacting and communicating for each case independently. Based on this additional information a modification was made to the decision-making evaluation category. This change results in a recommendation to increase the paygrade to Pay Grade 10.

- Victim Witness Coordinator - This appeal requested additional consideration in the categories of thinking challenges, decision-making, and interactions/communications. The appeals information provided indicates the job evaluation did not take into consideration the need for research in order to answer questions and resolve issues that arise within the department and with other departments. It was noted that the position works for a division that, although housed within the District Attorney's Office, should be considered a stand-alone department with independent decision-making. Finally, the documentation indicates the belief that the position should be considered somewhere between control and modification of procedures and development of policies and procedures. CDC reviewed each of these categories and the current evaluation rating of the position. Each of those factors were previously considered when applying the five-point factor job evaluation system utilized by CDC. The job evaluation rating is appropriate and no change in pay grade placement is recommended.
- Office Assistant IV (Legal) - This appeal requested the area of problem solving be reviewed due to the problem resolution skills required with discovery issues. Additionally, the appeal describes problem resolution needed for phone calls and walk-in individuals throughout the day. The appeal also requested that the interactions job evaluation criteria be reviewed due to the difficult and irate people that are dealt with on a daily basis. The original job documentation, the additional information provided by the incumbent and the District Attorney, and the information received during the meeting with the District Attorney were thoroughly reviewed. The original rating of the position had taken the details provided into consideration when conducted. No change in pay grade is recommended.
- Office Services Supervisor - This appeal requested the areas of thinking challenges, decision-making, and interactions/communication be reviewed. The appeal states that the daily office problem solutions are not typically covered by precedent or established practice; the position has considerable, if not substantial, interpretation of policies and and participating in making any new policy changes and is always hands on in the development and flow of procedure that are not statutorily mandated. The original job documentation, the additional information provided by the incumbent and the District Attorney, and the information received during the meeting with the District Attorney were thoroughly reviewed. The original rating was adjusted in the area of interactions and communication. The identified information pertaining to the thinking challenges and decision-making authority of the position were taken into consideration in the original rating. The change made to the decision-making rating does not change the pay grade placement of the position. No change in pay grade is recommended.

Planning and Parks

- Assistant Golf Course Superintendent/Parks Mechanic - These appeals were submitted and requested that the jobs be combined into one position. The appeal as well as information provided in the meeting with the department head indicated that the intent is for these positions to become one position fulfilling all the responsibilities of both the Assistant Golf Course Superintendent and the Parks Mechanic. After reviewing all of the information, there is no change in the job evaluation score being recommended. It is recommended the Parks Mechanic be combined into the Assistant Golf Course Superintendent job description and the position be placed in Pay Grade 11.

Public Health

- Public Health Strategist - This appeal indicated the position is responsible for the implementation of the program, building partnerships throughout the community, and the Community Health Improvement plan. The position plays a key role in getting various stakeholders throughout the community to come together to help move the program work forward. The position also plans events in two counties. After reviewing all of the additional information a change was made to the thinking challenges and the interactions/communications job rating. As a result it is recommended that the position be placed in Pay Grade 12.

Clerk of Courts

- Chief Deputy Register of Deeds/Register of Deeds - This appeal stated the incumbent did not explain the depth of the position responsibilities in the original JDQ. An updated JDQ was provided that outlined changes to the job title, enhanced details regarding the accounting reports and reconciliation completed by the position, and noted the assistance provided to outside vendors and the general public. Additional detail regarding the supervisory duties for the position were provided. A thorough review of the original JDQ and the submitted appeal form was conducted; there is no change recommended.

Lasata Care Center

- Culinary Services Director - This appeal requested additional consideration in the categories of thinking challenges, decision-making, and work environment. The appeal indicated that the work is broad in nature without being given options of how to carry out the work with considerable freedom to act. The JDQ was also updated to better reflect the working environment of the position. After reviewing the updated position information, the areas of thinking challenges, decision-making and work environment were each modified. It is recommended the position be placed in Pay Grade 11.
- Building Supervisor/Maintenance Supervisor I - This appeal stated the position had changed since originally being submitted with supervisory duties being added to the position. The position is now responsible for all of the nursing home

buildings and not just one. The position was re-evaluated based on these revised duties. Based on this evaluation it is recommended the position be placed in Pay Grade 12.

- Life Enrichment Director - This appeal requested additional review of the position due to major changes in the position since originally submitted. The three major areas of change indicated in the appeal document were:
 - Restructure the Activity Department.
 - Plan, develop, and implement a Dementia Care Neighborhood at the Care Center.
 - Train Act.

Each of these new tasks requires a different level of problem-solving and decision-making than was outlined in the previous documentation. A revised job description and JDQ were provided outlining in detail the changes associated with these new responsibilities. It is recommended that the position be placed in Pay Grade 12.

Human Resources Department

- Human Resources Business Partner - This appeal requested a review of the job evaluation rating due to the increase in responsibilities assigned to this position since the original evaluation. The appeal indicates the position works with only general supervision and is working directly with departments on matters of significance to the department and the County. Updated information was provided for the overall essential duties and responsibilities of the position. After reviewing the appeals form and a re-evaluation of the JDQ the thinking challenges, decision-making, and interactions/communications ratings were adjusted to account for the changes provided in the essential functions for the position. These changes result in a recommendation for a change in grade placement to Pay Grade 14.

Human Services

- Dining Center Coordinator - This appeal indicated the JDQ did not reflect the true scope of responsibilities of the position. A revised JDQ was provided which provided an additional explanation of each category. A thorough review of the job documentation and information obtained during the meeting with the department head was utilized to re-evaluate the position. There is no change to the job evaluation score or placement on the wage grid recommended.
- Database Coordinator/Systems Administrator - This appeal provided additional information for the job evaluation categories of thinking challenges, decision-making, interactions/communications, and education/experience. The appeal outlines the analysis of data and system workflows to make determinations on

how to best respond to an issue, the electronic record system and HIPAA compliance requirements, the high demand for advice and need to be the initial trainer for all HS staff components of the position. Additionally, the position indicates the HIPAA compliance education and training requirements of the position should be considered in the job evaluation. The education and experience rating has taken into consideration each expectation including the HIPAA compliance training requirements. Additionally, there is not a recommended change to decision-making or interactions/communication after a detailed review of the initial job documentation. There was a modification made to the thinking challenges/problem solving rating for the position; however, this change did not result in a recommended change in pay grade.

- Family Support Worker - The appeal for this position indicated the position has more job responsibilities than were listed in the original documentation. The position is required to obtain the same training as CPS Workers and is expected to use critical thinking skills to keep children in the home rather than out of home placement. A change in job evaluation rating in the areas of thinking challenges and decision-making were made. These changes result in a recommendation of placement in pay grade 9.
- Medical Billing Clerk - This appeal outlined the need for knowledge of Human Services as well as insurance companies. The appeal outlines the constant changes in procedure codes in each DHS program. There is an investigation required for denied claims which requires problem-solving abilities. After a thorough review of the updated job documentation a change in the thinking challenges rating was made. Based on this change, it is recommended the position be placed in Pay Grade 7.

Sheriff's Office

- Office Assistant IV - Per Human Resources, this is a new position. This appeal indicated the position is expected to make independent decisions regarding open records requests for the department. These decisions require legal knowledge of the areas associated with releasing records. Based on the clarifying information for this position, the rating for decision making was adjusted. After a review of all of the clarifying documentation and revisions and the changes in the job evaluation ratings it is recommended that this position be placed in Pay Grade 8.
- Office Assistant III - This appeal requested further review in the categories of thinking challenges/problem solving and decision-making. The request outlines the extraction of sensitive information from the public to connect them with the appropriate division; determining if civil process paperwork meets Wisconsin State Statute standards; and the preparation of large media case files is more complex than the scoring indicates. The original rating of the position had taken the details provided into consideration when conducted. No change in pay grade is recommended.

- Account Clerk III - This appeal notes missed or flawed information in the original JDQ which resulted in an error in grade placement. Updates were made to the JDQ to provide additional detail regarding the position. The education and experience required for the position was also updated since the previous JDQ was submitted. A review of the revised job documentation along with the information obtained in the meeting with the department and Human Resources resulted in a change to the thinking challenges, interactions/communications, and education/experience ratings for the position. It is recommended that the position be placed in pay grade 9.
- Administrative Services Coordinator - This appeal noted the CDC Job Evaluation Rating has the position with education and experience of High School competencies or equivalent. The required qualifications for the position are Associate's Degree (or equivalent) plus 2 to 3 years of experience. The JDQ was revised to accurately reflect the position duties because the original JDQ was incomplete. This position is responsible for reviewing job applications for the department and making independent decisions regarding who meets the qualifications and who does not. The appeal outlines the decision making made by the position due to the supervisory nature of the job. Finally, there was additional information provided regarding interactions/communications. A thorough review of the job evaluation rating was completed based on the provided information as well as the meeting held with Human Resources and the department. Based on this review, the areas of thinking challenges/problem solving and decision-making were appropriately rated originally. The interactions/communications and education/experience ratings were modified. These modifications result in a recommendation that the position be placed in pay grade 10.

It is important to note that when jobs are evaluated utilizing the CDC point-factor job evaluation system, it is the position being evaluated and not the incumbent in the position. This provides for a fair, equitable, and defensible job evaluation. Additionally, some of the appeals noted a request for a different placement within the steps. This was not addressed or reviewed because that is not reviewed as part of the appeals process.

FISCAL IMPACT: Levy has been set aside as part of the budget process to implement the wage study.

RECOMMENDED MOTION: Staff respectfully request the County Board to approve the resolution to amend Chapter 3 of the County's Policy & Procedure Manual.

RESOLUTION NO. 23-9

AMENDING SECTION 4.04(1) OF THE OZAUKEE COUNTY POLICY AND PROCEDURE MANUAL - VACATION

RESOLVED, by the Ozaukee County Board of Supervisors that Section 3.01 (6) of the Policy and Procedure Manual be Amended to read;

(c) Accrual Rates:

	NORMAL WORK WEEK	FULL-TIME	MAXIMUM ACCRUAL
Hire Date	37.50 hours	6.25 hrs.	75.00 hours
	40.00 hours	6.67 hrs.	80.00 hours
	41.25 hours	6.88 hrs.	82.50 hours
6 Years <u>1</u> Year of Continuous Employment	37.50 hours	9.38 hrs.	112.50 hours
	40.00 hours	10.00 hrs.	120.00 hours
	41.25 hours	10.31 hrs.	123.75 hours
14 6 Years of Continuous Employment	37.50 hours	12.50 hrs.	150.00 hours
	40.00 hours	13.33 hrs.	160.00 hours
	41.25 hours	13.75 hrs.	165.00 hours
24 <u>14</u> Years of Continuous Employment	37.50 hours	15.63 hrs.	187.5 hours
	40.00 hours	16.67 hrs.	200.00 hours
	41.25 hours	17.79 hrs.	206.25 hours

FURTHER RESOLVED, that these changes shall take effect August 1, 2023;

Dated at Port Washington, Wisconsin, this 7th day of June 2023.

SUMMARY: Amending Section 4.04(1) of the Ozaukee County Policy and Procedure Manual - Vacation

VOTE REQUIRED: Majority

05/25/23

Finance Committee APPROVED

RESULT: APPROVED [UNANIMOUS]

MOVER: D. Larson, Vice-Chairperson

SECONDER: E. Stelter, Supervisor District 18

AYES: P. Melotik, D. Larson, E. Stelter, J. Hagen

EXCUSED: T. Winker

Finance Committee
AGENDA INFORMATION SHEET

AGENDA DATE:	June 7, 2023
DEPARTMENT:	Human Resources
DIRECTOR:	Chris McDonell
PREPARER:	Chris McDonell

Agenda Summary Amending Section 4.04(1) of the Ozaukee County Policy and Procedure Manual - Vacation

BACKGROUND INFORMATION:

In April 2022, our employees participated in the “Milwaukee Top Places to Work” employee engagement survey. The survey was sent to all full-time and regular part-time employees who work 20 or more hours per week, 502 employees total. We had our highest response rate with 71% of employees completing the survey. Our previous highest response rate was in 2021 at 58%. One of our lowest scoring responses areas was to the statement, “My benefits package is good compared to others in the industry.” This statement scored in the <1st percentile compared to other local government employees who work at similar sized organizations. Vacation time was the most common negative comment provided by our employees as it relates to their dissatisfaction with our benefits package.

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 and benefits as fair or poor.

The Human Resources Director and County Administrator have been meeting individually with employees as part of the effort to increase employee engagement and have received a substantial amount of negative comments related to our current vacation accrual schedule.

The Society for Human Resources Management reports that research consistently shows the health benefits of taking vacation time, such as improved productivity, lower stress and better mental health.

Staff conducted a survey of comparable Counties and found that Ozaukee County has the least employee friendly vacation accrual schedule and must wait significantly longer than their peers at other counties to increase their accrual rate.

		Years of Completed Service	
		Current	Proposed
Weeks of Vacation	2 weeks	Hire Date	Hire Date

	3 weeks	6	1
	4 weeks	14	6
	5 weeks	24	14

ANALYSIS: The proposed vacation accrual schedule would align non-represented employees with the Ozaukee County Deputy Sheriff's Association in terms of the number of years of completed service needed to begin accruing 4 weeks and 5 weeks of vacation. Members of the union hired before July 1, 2011, begin accruing 3 weeks of vacation upon hire; those union members hired after this date accrue 2 weeks upon hire and move to 3 weeks after 3 completed years of service. The proposed accrual schedule will have non-represented employees accrue 2 weeks upon hire and move to 3 weeks after 1 year of completed service.

FISCAL IMPACT:

Full-time non-represented employees and part-time non-represented working 18.75 of a 37.5-hour workweek or 20 hours of a 40-hour or more work week are eligible to accrue vacation leave. No employee's vacation leave account shall contain more than twenty-four (24) months credit. If at the end of a month an employee's vacation account already contains 24 months credit, such employee will not be granted additional credits for that month. An employee will be paid for accrued vacation leave upon their termination if they give a 2 week notice and accrued vacation is not paid if an employee terminates within their probationary period.

RECOMMENDED MOTION: Approve the resolution to amend section 4.04(1) Vacation of the Ozaukee County Policy and Procedure Manual.

ATTACHMENTS:

- Comparable Counties (PDF)
- Employee Engagement Survey - Benefits (PDF)

Weeks of Vacation for Exempt Employees						Counties (Weeks)									PTO (days)	PTO (days)	PTO (days)
Years of Service	Ozaukee				PROPOSED Ozaukee Non- Represented	Sheboygan	Racine	Rock	*Manitowoc	Waukesha	Jefferson	Columbia	Dodge	City of Mequon	Washington County	Kenosha	
	CURRENT Ozaukee Non-Represented	Ozaukee Management Team Feedback	Ozaukee Union Hired After 7/1/11	Ozaukee Union Hired Before 7/1/11													
0	2	2	2	3	2	3	1	1.1	1	2	2	1	2	0	20	1.1	
1	2	2	2	3	3	3	3	3	2	2	2	1	2	18	20	15	
2	2	3	2	3	3	3	3	3	2	2	2	2	2	18	20	15	
3	2	3	3	3	3	3	3	3	3	2	2	2	2	18	20	15	
4	2	3	3	3	3	3	3	3	3	2	2	2	2	18	20	15	
5	2	3	3	3	3	4	4	4	3	3	2	3	2	18	20	15	
6	3	3	4	4	4	4	4	4	3	3	3	3	2	18	20	20	
7	3	4	4	4	4	4	4	4	3	3	3	3	3	23	25	20	
8	3	4	4	4	4	4	4.6	4	3.6	3	3	3	3	23	25	20	
9	3	4	4	4	4	4	4.6	4	3.6	3	3	3	3	23	25	20	
10	3	4	4	4	4	5	4.6	5	3.6	4	3	3	3	23	25	20	
11	3	4	4	4	4	5	4.6	5	3.6	4	3	3	3	23	25	20	
12	3	5	4	4	4	5	4.6	5	3.8	4	3	4	3	23	25	20	
13	3	5	4	4	4	5	5	5	4	4	4	4	3	28	25	20	
14	4	5	5	5	5	5	5	5	4.2	4	4	4	3.2	28	30	25	
15	4	5	5	5	5	6	5	5	4.4	4	4	4	3.4	28	30	25	
16	4	5	5	5	5	6	5	5	4.6	4	4	4	3.6	28	30	25	
17	4	5	5	5	5	6	5	5	4.8	5	4	4	3.8	28	30	25	
18	4	5	5	5	5	6	5	5	5.2	5	4	5	4	28	30	25	
19	4	5	5	5	5	6	5	5	5.4	5	5	5	4.2	28	30	25	
20	4	6	5	5	5	6	5	5	5.4	5	5	5	4.4	28	30	25	
21	4	6	5	5	5	6	5	5	5.4	5	5	5	4.6	28	30	25	
22	4	6	5	5	5	6	5	5	5.4	5	5	5	4.8	28	30	25	
23	4	6	5	5	5	6	5	5	5.4	5	5	5	5	28	30	25	
24	5	6	5	6	5	6	5	5	5.4	5	5	5	5	28	30	25	
25	5	6	5	6	5	6	5	5	5.4	5	5	6	5	33	35	25	
# of Holidays	9	9	9	9	9	10	10	10	10	11	9	9	10	9	9	12	
# of Floating Holidays	1	1	1	1	1	0	0	1	0	2	1	2	0	1	0	0	
# Sick Days	12 or 16	12 or 16	12 or 16	12 or 16	16	9	16	12	5	12	12	12	12	0	0	0	

*Non-Exempt - 5 Casual Days
*Exempt - Unlimited Sick Time

Ozaukee County, April 2022

Employee Survey Results

Comment Word Cloud Report

The Basics

Ozaukee County by statement -
April 2022

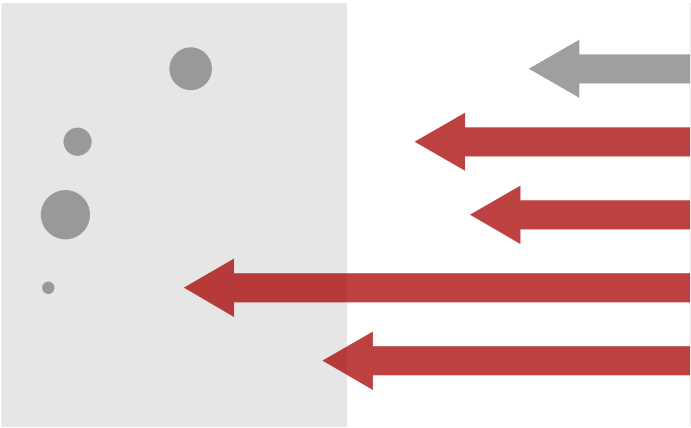
I get the formal training
I want for my career

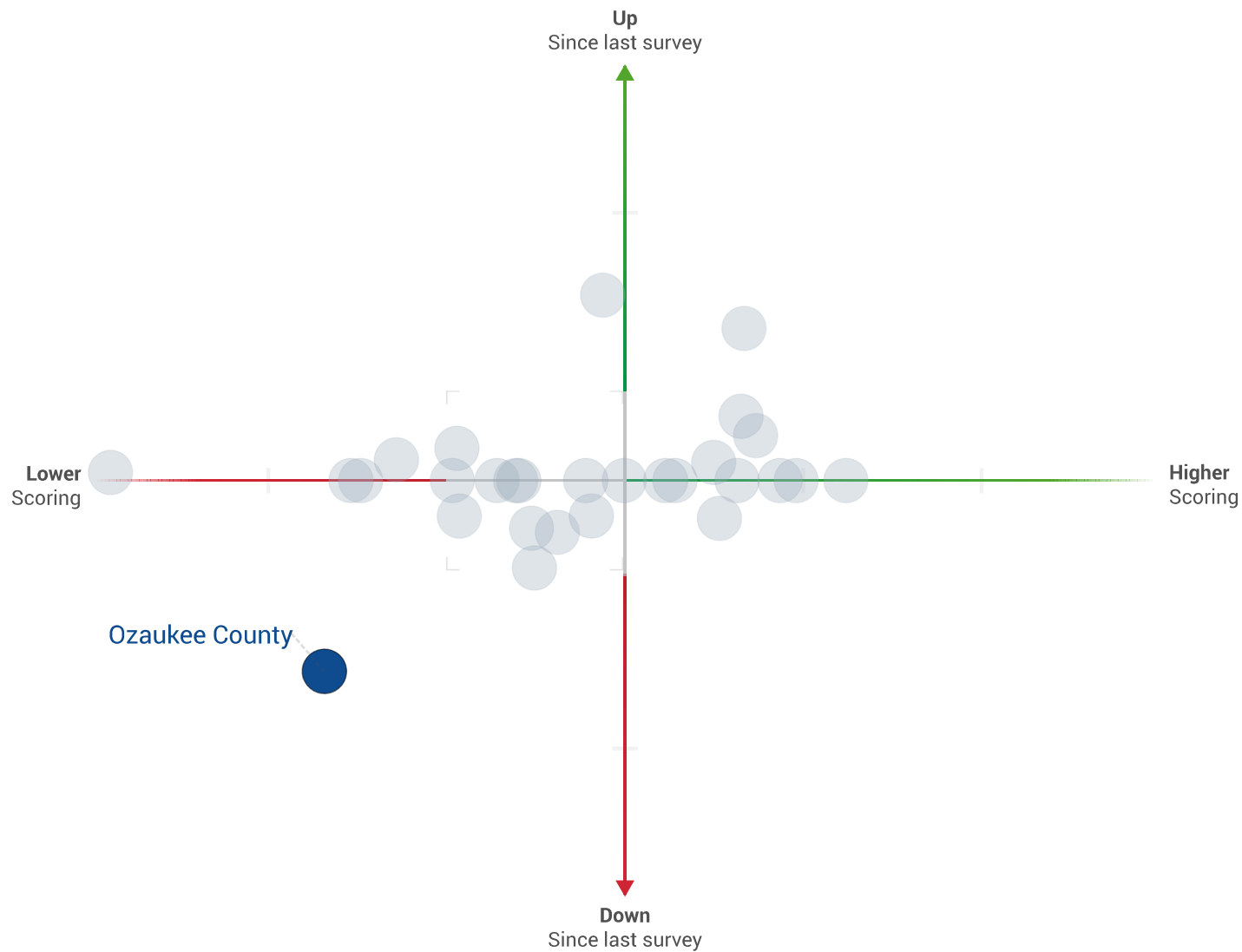
I have the flexibility I need to
balance my work and personal life

This job has met or exceeded the
expectations I had when I started

My pay is fair for the work I do

My benefits package is good
compared to others in this industry

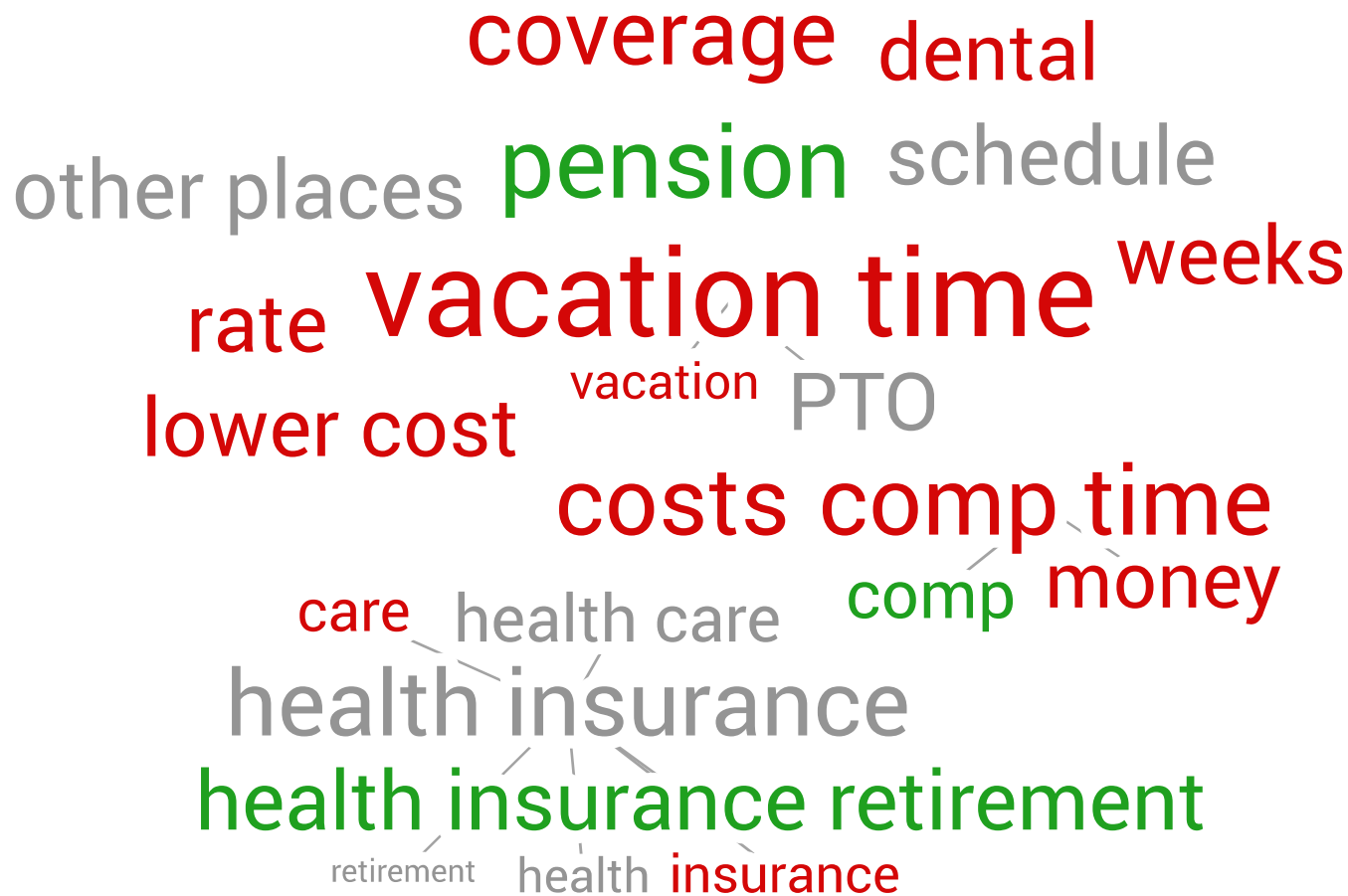




My benefits package is good compared to other in this industry

This is how Ozaukee County compared to similarly sized local governments on providing good benefits

Ozaukee County Benefits comment
cloud



These words stand out because they were used more often at Ozaukee County than at the benchmark organizations.

Green words were used by Ozaukee County employees who responded positively. .

Red words were used by employee who responded negatively.

What to ask

Do the big words represent the culture we want?

Do our company values show up a big and green?

Are we concerned about any of the red words being a part of our culture?

Ozaukee County Board

AGENDA INFORMATION SHEET

AGENDA DATE:	June 7, 2023
DEPARTMENT:	Administrator
DIRECTOR:	Jason Dzwinel
PREPARER:	Jason Dzwinel

Agenda Summary Motion to Reconsider Resolution No. 23-3 Question #7 – United Way of Northern Ozaukee: \$200,000 - One-time operational grant to support the Community Services Navigator Program

BACKGROUND INFORMATION: This is a motion to reconsider Resolution No. 23-3 Question #7 - United Way of Northern Ozaukee: \$200,000 - One-time operational grant to support the Community Services Navigator Program.

Section 2.01(8)(b) 11 of the Policy and Procedure Manual establishes the following rule for a Motion to Reconsider - No motion for reconsideration shall be received unless made by a Supervisor who voted on the prevailing side in the first instance. Such motion shall be made at the same meeting or at either of the next two regularly scheduled monthly meetings.

Under Robert's Rules of Order, the Motion to Reconsider is one way that the County Board may change a motion or decision made; however, it's important to understand the restrictions present in using this motion.

The motion to Move to Reconsider has two parts. First, a member moves to reconsider. If there is a second, the motion is taken up. The seconding can be done by any member regardless of how they voted on the motion to be reconsidered.

This motion can be debated if the original motion itself was debatable. It takes a majority vote to pass, regardless of the vote required to adopt the motion being reconsidered. Resolution No. 23-3 was debatable.

If the Motion to Reconsider passes, then the County Board may take up the original motion as it was just before the vote was taken. It can amend the motion, refer it to a committee, or take other action, as well as pass it or defeat it.

ATTACHMENTS:

- Resolution No 23-3 and Minutes (PDF)

OZAUKEE COUNTY BOARD

RESOLUTION NO. 23-3

REVISED - \$1,140,000 OZAUKEE COUNTY NOT-FOR-PROFIT ORGANIZATIONS FOR
CAPITAL IMPROVEMENTS AND A ONE-TIME OPERATIONAL GRANT FROM THE
\$5,000,000 OZAUKEE COUNTY EMS GRANT PROGRAM FINANCED WITH AMERICAN
RESCUE PLAN ACT FUNDS

WHEREAS, The American Rescue Plan Act signed into law by the Federal Government on March 11, 2021 has made available \$17,330,133 to Ozaukee County in an effort to provide economic relief to the public following the COVID-19 Pandemic; and

WHEREAS, The American Rescue Plan Act allows units of government receiving the funds to replace lost public sector revenue to provide government services up to the amount of revenue lost due to the pandemic; and

WHEREAS, the public sector revenue loss formulas established by the United States Department of the Treasury in the Coronavirus State and Local Fiscal Recovery Funds Final Rule allow Ozaukee County to allocate \$17,330,133 as funds used to replace lost public sector revenue to provide government services by calculating the amount of revenue lost due to the pandemic; and

WHEREAS, American Rescue Plan Act funds used to replace public sector revenue losses are more flexible and may be used for a broad range of government services, programs and projects outside of typical eligible uses of recovery funds under the final rule including support to non-government entities; and

WHEREAS, the American Rescue Plan Act funds must be obligated by December 31, 2024 for projects scheduled for completion no later than December 31, 2026; and

WHEREAS, the use of American Rescue Plan Act funds for capital projects and other one-time operational expenses allows Ozaukee County to adhere to the legislative timelines in the United States Department of the Treasury in the Coronavirus State and Local Fiscal Recovery Funds Final Rule; and

WHEREAS, Ozaukee County Not-For-Profit organizations submitted proposals for capital projects and other one-time operational expenses to the Department of Administration for evaluation and grading for the review and recommendation by the Executive Committee; and

WHEREAS, Executive Committee recommends the following list of recommended projects for consideration by the County Board to support the Not-For-Profit organizations who partner with Ozaukee County for service delivery to the citizenry.

NOW, THEREFORE, BE IT RESOLVED, by the Ozaukee County Board of Supervisors that the following projects be approved and adopted for completion from the Ozaukee Emergency Medical Services Grant Program from American Rescue Plan Act funds, as established by Resolution 21-72 on April 6, 2022, in the line-item accounts detailed below;

219-1-01-60000-025 Advocates of Ozaukee: \$150,000 - Establishing a project contingency of 15% for the \$1,000,000 CBDG Grant to expand the Advocates Facility

219-1-01-60000-026 Ozaukee Family Sharing: \$80,000 - Purchase of a refrigerated truck

219-1-01-60000-027 Ozaukee Family Services: \$200,000 - Capital improvement projects at the

Ozaukee Family Services Facility

219-1-01-60000-028 Ozaukee Food Alliance: \$150,000 - Capital improvement projects at the Ozaukee Food Alliance Facility

219-1-01-60000-029 Ozaukee Not for Profit Center: \$200,000 - Capital improvement projects at the Ozaukee Not for Profit Center Facility

219-1-01-60000-030 Portal Incorporated: \$200,000 - Capital improvement projects at the Portal Incorporated Facility

219-1-01-60000-031 United Way of Northern Ozaukee: \$200,000 - One-time operational grant to support the Community Services Navigator Program

Dated at Port Washington, Wisconsin, this 3rd day of May 2023.

SUMMARY: Executive Committee recommendation of Not-For-Profit projects funded in 2023 with American Rescue Plan Act Funds

VOTE REQUIRED: Two-Thirds of Members Elect

Motion made by Supervisor Irish, seconded by Supervisor Wolf, that Resolution No. 23-3 be adopted.

Motion made by Supervisor Winker, seconded by Supervisor Schoessow, to divide the question on Resolution No. 23-3 and vote on each project separately.

The vote was taken as follows: Ayes – 19 (Winker, Haas, Jobs, Schlenvogt, Clark, Larson, Grabow, Melotik, Wolf, Richart, Hagen, Maguire, Whitworth, Irish, Stelter, Ross, Godden, Holyoke, Schoessow), Nays – 3 (Matera, Watts, Foy), Absent – 4 (Nelson, Rishel, Strom, Krane). The majority of the members present voting aye, the motion was declared adopted.

Motion made by Supervisor Haas, seconded by Supervisor Winker, to postpone Resolution No. 23-3 until the July 5, 2023 County Board meeting.

After debate the vote was taken as follows: Ayes – 4 (Winker, Haas, Grabow, Hagen), Nays – 18 (Jobs, Schlenvogt, Clark, Matera, Larson, Melotik, Wolf, Richart, Maguire, Whitworth, Irish, Stelter, Ross, Godden, Holyoke, Schoessow, Watts, Foy), Absent – 4 (Nelson, Rishel, Strom, Krane). The majority of the members present not voting aye, the motion failed.

Motion made by Supervisor Irish, seconded by Supervisor Jobs, that Resolution No. 23-3 Question #1 – Advocates of Ozaukee: \$150,000 - Establishing a project contingency of 15% for the \$1,000,000 CBDG Grant to expand the Advocates Facility be adopted.

The vote was taken as follows: Ayes – 20 (Winker, Jobs, Schlenvogt, Clark, Matera, Larson, Grabow, Melotik, Wolf, Richart, Hagen, Maguire, Whitworth, Irish, Stelter, Godden, Holyoke, Schoessow, Watts, Foy), Nays – 2 (Haas, Ross), Absent – 4 (Nelson, Rishel, Strom, Krane). With two-thirds of the members elect voting aye, the motion was declared adopted.

Motion made by Supervisor Wolf, seconded by Supervisor Irish, that Resolution No. 23-3 Question #2 – Ozaukee Family Sharing: \$80,000 - Purchase of a refrigerated truck, as revised, be adopted.

The vote was taken as follows: Ayes - 22, Nays - 0, Absent - 4. With two-thirds of the members elect voting aye, the motion was declared adopted.

Motion made by Supervisor Irish, seconded by Supervisor Foy, that Resolution No. 23-3 Question #3 – Ozaukee Family Services: \$200,000 - Capital improvement projects at the Ozaukee Family Services Facility be adopted.

The vote was taken as follows: Ayes - 22, Nays - 0, Absent - 4. With two-thirds of the members elect voting aye, the motion was declared adopted.

Motion made by Supervisor Irish, seconded by Supervisor Foy, that Resolution No. 23-3 Question #4 – Ozaukee Food Alliance: \$150,000 - Capital improvement projects at the Ozaukee Food Alliance Facility be adopted.

The vote was taken as follows: Ayes – 21 (Haas, Jobs, Schlenvogt, Clark, Matera, Larson, Grabow, Melotik, Wolf, Richart, Hagen, Maguire, Whitworth, Irish, Stelter, Ross, Godden, Holyoke, Schoessow, Watts, Foy), Nays – 1 (Winker), Absent – 4 (Nelson, Rishel, Strom, Krane). With two-thirds of the members elect voting aye, the motion was declared adopted.

Motion made by Supervisor Irish, seconded by Supervisor Wolf, that Resolution No. 23-3 Question #5 – Ozaukee Not for Profit Center: \$200,000 - Capital improvement projects at the Ozaukee Not for Profit Center Facility be adopted.

The vote was taken as follows: Ayes – 21 (Winker, Haas, Jobs, Schlenvogt, Clark, Matera,

Larson, Grabow, Melotik, Wolf, Richart, Hagen, Maguire, Whitworth, Irish, Stelter, Godden, Holyoke, Schoessow, Watts, Foy), Nays – 1 (Ross), Absent – 4 (Nelson, Rishel, Strom, Krane). With two-thirds of the members elect voting aye, the motion was declared adopted.

Motion made by Supervisor Matera, seconded by Supervisor Irish, that Resolution No. 23-3 Question #6 – Portal Incorporated: \$200,000 - Capital improvement projects at the Portal Incorporated Facility be adopted.

The vote was taken as follows: Ayes – 21 (Winker, Haas, Jobs, Schlenvogt, Matera, Larson, Grabow, Melotik, Wolf, Richart, Hagen, Maguire, Whitworth, Irish, Stelter, Ross, Godden, Holyoke, Schoessow, Watts, Foy), Nays – 1 (Clark), Absent – 4 (Nelson, Rishel, Strom, Krane). With two-thirds of the members elect voting aye, the motion was declared adopted.

Motion made by Supervisor Wolf, seconded by Supervisor Foy, that Resolution No. 23-3 Question #7 – United Way of Northern Ozaukee: \$200,000 - One-time operational grant to support the Community Services Navigator Program be adopted.

Motion made by Supervisor Wolf, seconded by Supervisor Godden to amend (Amendment #1) Resolution No. 23-3 Question #7 to change the proposed dollar amount request from \$200,000 to \$100,000. After debate the vote was taken on amendment #1 as follows: Ayes – 11 (Winker, Haas, Clark, Grabow, Melotik, Wolf, Maguire, Whitworth, Ross, Godden, Holyoke), Nays – 10 (Jobs, Schlenvogt, Larson, Richart, Hagen, Irish, Stelter, Schoessow, Watts, Foy), Abstain – 1 (Matera), Absent – 4 (Nelson, Rishel, Strom, Krane). The majority of the members present voting aye, the motion was declared adopted.

After debate the vote was then taken on Resolution 23-3 Question #7, as amended, as follows: Ayes – 16 (Winker, Schlenvogt, Clark, Larson, Grabow, Melotik, Wolf, Richart, Maguire, Whitworth, Irish, Stelter, Godden, Holyoke, Watts, Foy), Nays – 5 (Haas, Jobs, Hagen, Ross, Schoessow) Abstain – 1 (Matera) Absent – 4 (Nelson, Rishel, Strom, Krane). With two-thirds of the members elect not voting aye, the motion was declared lost.

ORDINANCE NO. 23-2

SHORELAND & FLOODPLAIN ZONING MAP AMENDMENT - TOWN OF BELGIUM,
SECTION 7

The Ozaukee County Board of Supervisors does ordain that the County Shoreland and Floodplain Zoning Map be amended in accordance with Section 7.1300 of the Ozaukee County Code of Ordinances to indicate a Zoning Classification Change from Shoreland-Wetland to Shoreland.

Affecting the following described real estates: **Town of Belgium**, T12N-R23E

- 1) Tax Key #02-007-09-018.00, Lot 1 CSM #3791 Doc. 1033936, Part of the SW 1/4 NW 1/4 & Part of the N 1/2 of the SW 1/4; Property located on the east side of Sauk Trail Road.
- 2) Tax Key #02-007-08-008.00, Part of the SE 1/4 NW 1/4; Property Address - 6698 Silver Beach North.
- 3) Tax Key #02-007-09-002.00, Part of the NE 1/4 SW 1/4; Property Address - 6692 Silver Beach North.
- 4) Tax Key #02-007-09-003.00, Part of the NE 1/4 SW 1/4; Property Address - 6684 Silver Beach North.

This Ordinance shall take effect upon enactment and publication.

Dated at Port Washington, Wisconsin, this 7th day of June 2023.

SUMMARY: Shoreland and Floodplain Zoning Map Amendment, Town of Belgium-Section 7

VOTE REQUIRED: Majority

05/04/23

Natural Resources Committee

APPROVED

RESULT: **APPROVED [UNANIMOUS]**
MOVER: K. Schoessow, Supervisor District 23
SECONDER: B. Ross, Supervisor District 19
AYES: Holyoke, Jobs, Ross, Matera, Schoessow

NATURAL RESOURCES COMMITTEE

Natural Resources Committee
AGENDA INFORMATION SHEET

AGENDA DATE:	June 7, 2023
DEPARTMENT:	Land and Water Management
DIRECTOR:	Katie Vogeler
PREPARER:	Katie Vogeler

Agenda Summary Shoreland & Floodplain Zoning Map Amendment - Town of Belgium, Section 7

BACKGROUND INFORMATION: Request by Mark Lefebvre, Agent for Deborah Kern of Firefly Farm, LLC, as owners, to petition the Natural Resources Committee for a Zoning Classification change Shoreland-Wetland to Shoreland in the Shoreland District, per Section 7.1300 of the Ozaukee County Shoreland & Floodplain Zoning Ordinance, to reflect the results of a wetland delineation report and surveys.

Affecting the following described real estates: **Town of Belgium**, T12N-R23E

- 1) Tax Key #02-007-09-018.00, Lot 1 CSM #3791 Doc. 1033936, Part of the SW 1/4 NW 1/4 & Part of the N 1/2 of the SW 1/4; Property located on the east side of Sauk Trail Road.
- 2) Tax Key #02-007-08-008.00, Part of the SE 1/4 NW 1/4; Property Address - 6698 Silver Beach North.
- 3) Tax Key #02-007-09-002.00, Part of the NE 1/4 SW 1/4; Property Address - 6692 Silver Beach North.
- 4) Tax Key #02-007-09-003.00, Part of the NE 1/4 SW 1/4; Property Address - 6684 Silver Beach North.

ANALYSIS: Per Section 7.1105 of the County Shoreland and Floodplain Zoning Ordinance, any change in wetland delineations shown on a Shoreland and Floodplain Zoning District Map requires County Board approval.

FISCAL IMPACT: N/A

FUNDING SOURCE: N/A

RECOMMENDED MOTION: Approval to amend the Shoreland & Floodplain Zoning Map to reflect the wetland delineation as a result of the report by Stantec on 11-17-21, and the survey completed by Cedar Creek Surveying, LLC on 1-9-2023.

ATTACHMENTS:

- Rezoning Application (PDF)
- Property Location Map (PDF)
- Plat of Survey - TK #02-007-09-018.00 (PDF)
- Plat of Survey - TK #02-007-09-002.00 (PDF)
- Plat of Survey - TK #02-007-08-008.00 (PDF)
- Kern - Current Wisconsin Wetland Inventory Map (PDF)



LAND AND WATER MANAGEMENT DEPARTMENT

RECEIVED

MAR 10 2023

OZAUKEE COUNTY
LAND & WATER
MANAGEMENT DEPT

Andy Holschbach

9.a

Edward J. Pfister, Sanitation & Zoning Coordinator

Jeffrey P. Bell, Land & Water Coordinator

www.co.ozaukee.wi.us

PETITION TO CHANGE ZONING CLASSIFICATION

TO THE OZAUKEE COUNTY NATURAL RESOURCES COMMITTEE:

Ladies & Gentleman:

The undersigned hereby petitions the Ozaukee County Natural Resource Committee to change the zoning classification of the following land in Ozaukee County, Wisconsin, from:

Shoreland Wetland

(Existing Zoning District)

to Shoreland - update wetland map

(Proposed Zoning District)

Owner:	Deborah Kern
Telephone Number:	414-659-6592
E-Mail Address:	debskern@aol.com
Mailing Address:	7710 N. Beach Dr.
City, State, Zip:	Fox Point, WI 53217
Project Address (if different than mailing address):	

Agent:	Mark Lefebvre
Telephone Number:	414-899-7197
E-Mail Address:	mlefebvre@tkwa.com
Mailing Address:	w61 n617 Mequon Ave.
City, State, Zip:	Cedarburg, WI 53012

Tax Key Number:

please see attached sheet for tax key numbers and legal descriptions

Legal Description (%/%, Section, Township-Range, Municipality):

Lot Number:	Block Number:	Subdivision Name or CSM #
-------------	---------------	---------------------------

Additional Information:

NOTICE TO PETITIONERS

The procedure to rezone / amend the Ozaukee County Shoreland and Floodplain Zoning Ordinance must comply with the statute and administrative rule provisions described in Sections 7.1300-7.1305. The criteria that the board must consider to reach a decision on the petition are stated in the ordinance [Sections 7.1300 (comprehensive), 7.1302 (floodplain), and 7.1305 (shoreland-wetland)].

This petition (original only) and any support documents must be filed with the Ozaukee County Land & Water Management Department one month in advance of the applicable Natural Resources Committee meeting date. Required support documents include:

- (1) A survey clearly showing the boundaries (wetland / floodplain) of any area to be rezoned, and
- (2) A written statement that addresses the criteria in ordinance Sections 7.1300-7.1305 as they relate to the proposed rezoning, if applicable (see descriptions on back page). **Application materials shall be limited to 8.50 x 11.00, 8.50 x 14.00, or 11.00 x 17.00 sheets. Petitions will be considered at the next available committee meeting.**

(continued on page 2)

121 W. Main Street, P. O. Box 994, Port Washington, WI 53074

Phone: (262) 284-8313 Metro: (262) 238-8313 Fax: (262) 284-8367 Metro Fax: (262) 238-8367

Packet Pg. 56

Attachment: Rezoning Application (ORD-23-2 : Kern Wetland Re-Zoning Classification Change)

Notice of a public hearing on the petition will be published as a Class II notice under CH. 985, Wisconsin Statutes. The applicant will be notified of the date, time, and location of the hearing. It is advisable for the applicant or an agent for the applicant to attend the hearing.

A rezoning application fee of \$330.00, payable to Ozaukee County, is due at the time the petition is filed.

Comprehensive Rezoning

Section 7.1300 - Applies to all areas within the shoreland zoning jurisdictional area except floodplain and wetland areas. Rezoning of floodplain or wetland areas are regulated under Sections 7.1302 & 7.1305 (see below).

Floodplain Rezoning

Section 7.1302 - Floodplain management regulations may only be removed by rezoning the area to remove it from the floodplain provided the property:

- (a) is filled to an elevation 2 feet above the regional flood elevation and is contiguous to lands outside the floodplain, or
- (b) was above the regional flood elevation at the time of the effective date of the floodplain zoning map (mapped floodplain error).

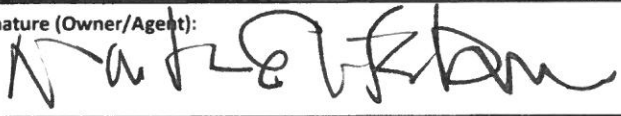
Shoreland-Wetland Rezoning

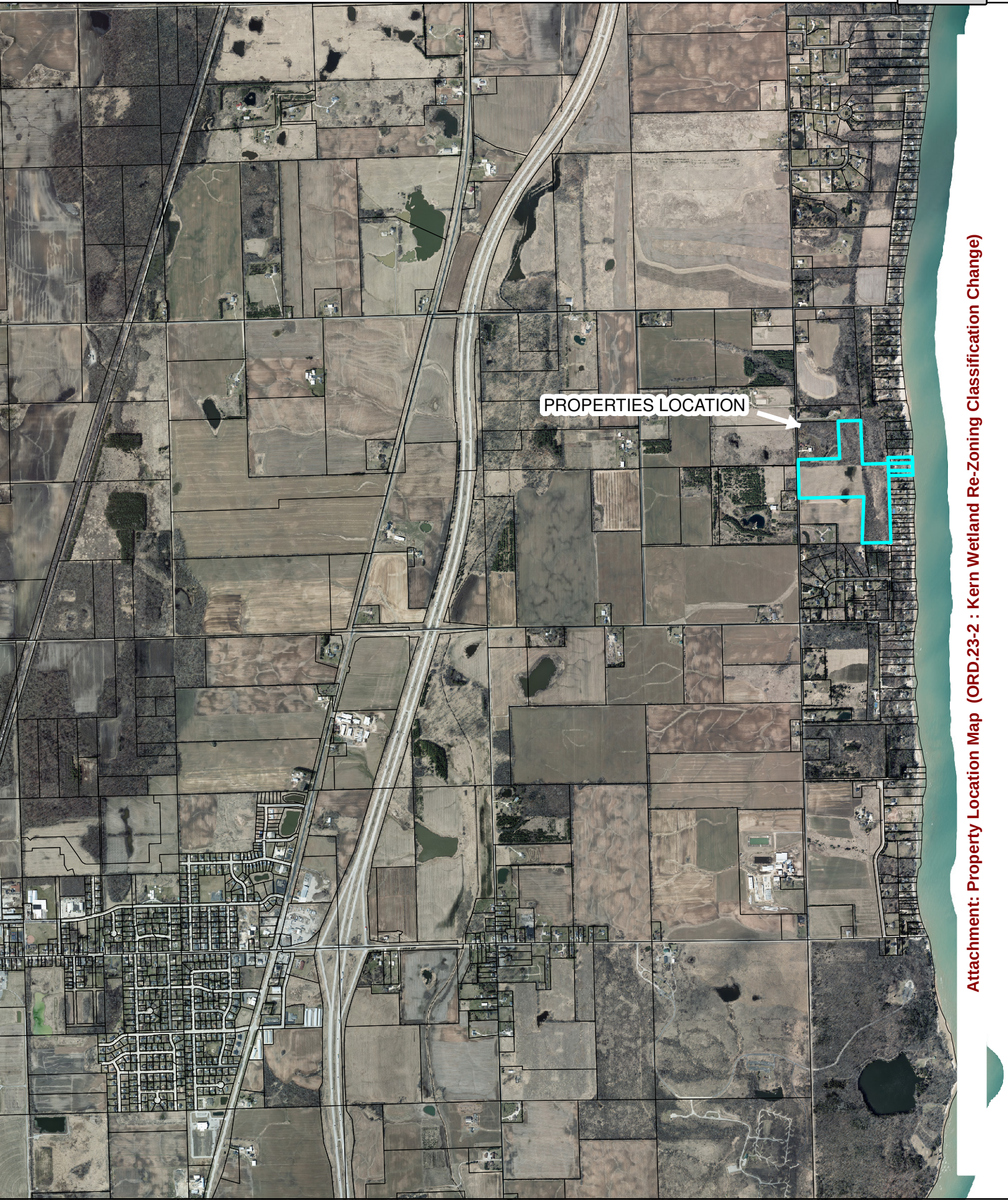
Section 7.1305 - A wetland, or portion thereof, in the shoreland-wetland district shall not be rezoned if the proposed rezoning may result in a significant adverse impact upon any of the following:

1. Storm and flood water storage capacity;
2. Preservation of dry season stream flow, the discharge of groundwater to a wetland, the recharge of groundwater from a wetland to another area, or the flow of groundwater through a wetland;
3. Filtering or storage of sediments, nutrients, heavy metals, or organic compounds that would otherwise drain into navigable waters;
4. Shoreline protection against soil erosion;
5. Fish spawning, breeding, nursery or feeding grounds;
6. Wildlife habitat;
7. Areas of special recreational, scenic, or scientific interest, including scarce wetland types.

Section 7.1305(C) - If the Wisconsin Department of Natural Resources notifies the natural resources committee or county board that a proposed text or map amendment to the shoreland-wetland provisions of this ordinance may have a significant adverse impact upon any of the criteria listed above, that amendment, if approved by the county board, shall contain the following provision:

"This amendment shall not take effect until more than 30 days have elapsed after written notice of the county board approval of this amendment is mailed to the DNR. During that 30-day period the department may notify the county board that it will adopt a superseding shoreland ordinance for the county under Section 59.692 (6), Wis. Stats. If the department does so notify the county board, the effect of this amendment shall be stayed until the Section 59.692 (6) adoption procedure is completed or otherwise terminated."

Signature (Owner/Agent): 		Date: 6 MARCH 2023	Petition Fee: \$330
		Petition Date: 3/10/2023	
(For Department use only)			Check / Receipt Number: 54220/17290
Date of NR Committee Approval:		Date of County Board Approval:	
Comments:			



PROPERTIES LOCATION

Attachment: Property Location Map (ORD.23-2 : Kern Wetland Re-Zoning Classification Change)

PLAT OF SURVEY

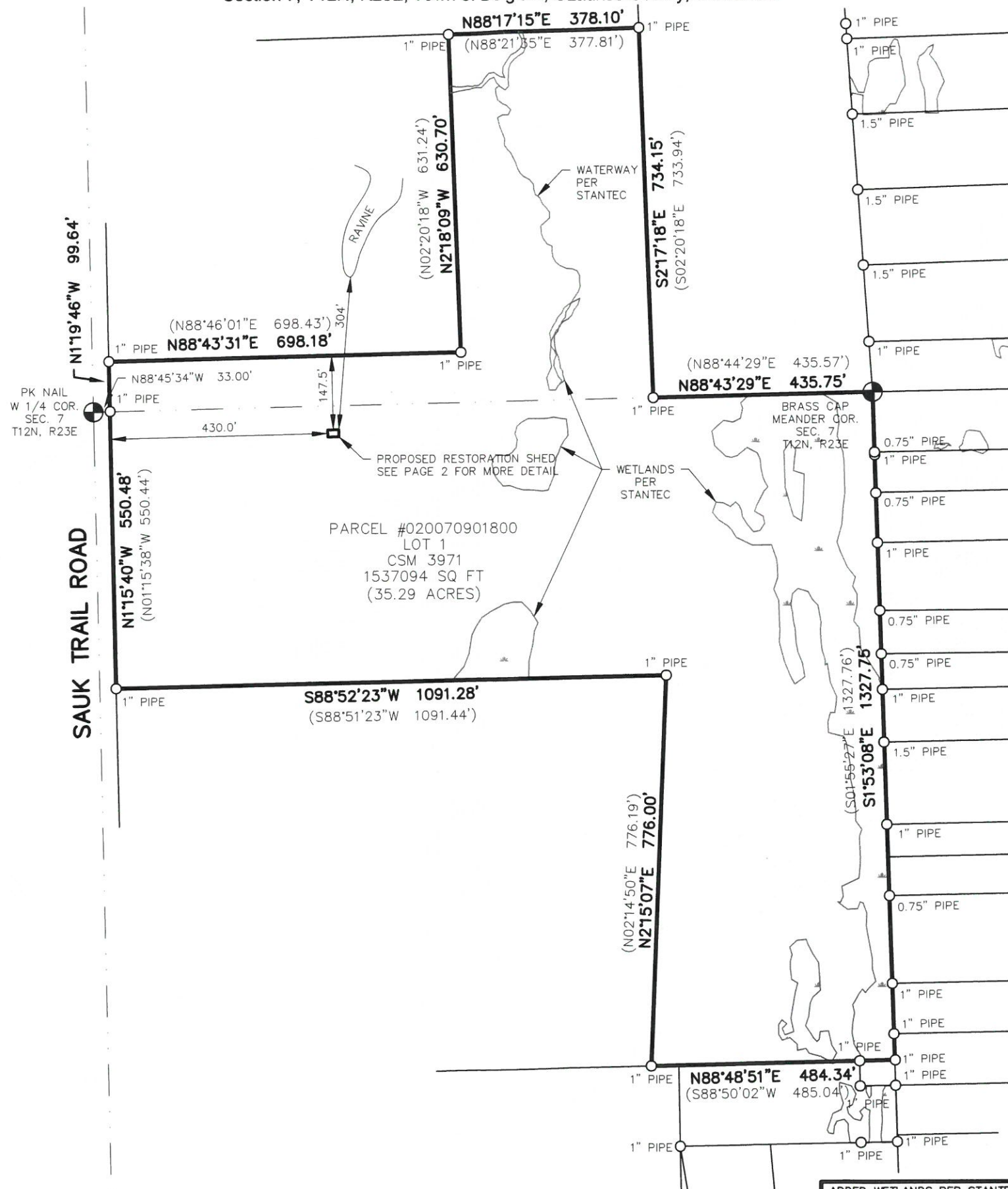
FOR: MARK LEFEVRE, TKWA ARCHITECTS

Lot 1 of CSM 3971, location in the NW Fractional 1/4 and the SW Fractional 1/4,
Section 7, T12N, R23E, Town of Belgium, Ozaukee County, Wisconsin.

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MAR 20 2023

OZAUKEE COUNTY
LAND & WATER
MANAGEMENT DEPT

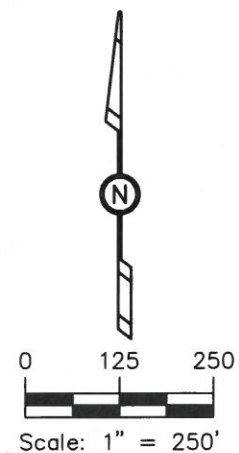


NOTES:

1. PARCEL MAY BE SUBJECT TO EASEMENTS AND RIGHTS NOT SHOWN THAT A COMPLETE TITLE SEARCH MAY DISCLOSE.
2. COORDINATES ARE BASED WISCONSIN STATE PLANE COORDINATE SYSTEM NAD83 SOUTH ZONE.
3. ELEVATIONS ARE NAVD88(GEOID12B).



I Benjamin J. Reenders do hereby certify that
this survey is correct to the best of my
knowledge and belief.



LEGEND

- ⊕ = County Monument
- = Iron Stake Found

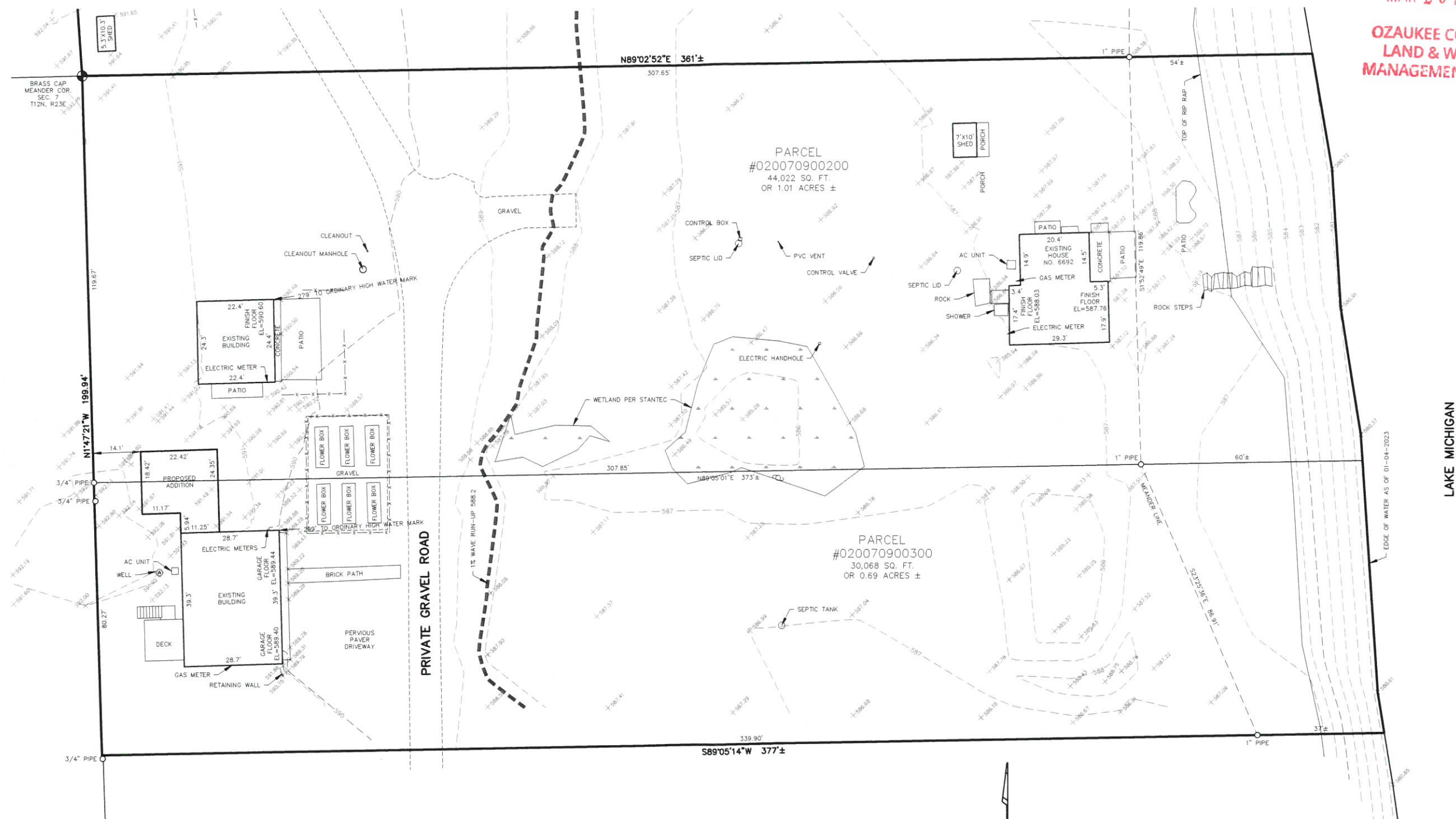


941 Center Avenue, Suite 1
Oostburg, WI 53070
920-547-0599

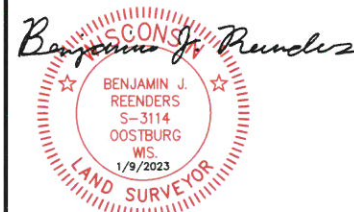
CEDAR CREEK SURVEYING, LLC
www.cedarcreeksurveying.com

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MAR 20 2023

OZAUKEE COUNTY
LAND & WATER
MANAGEMENT DEPT

LAKE MICHIGAN

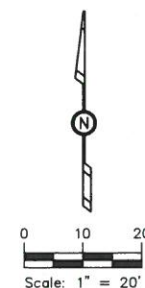


SHORELAND AREA CALCULATIONS:

TOTAL LOT = 74,090 SQ. FT.
 BUILDINGS = 1,457 SQ. FT.
 GRAVEL DRIVE = 797 SQ. FT.
 PATIOS = 716 SQ. FT.
 DECK AND STAIRS = 177 SQ. FT.
 CONCRETE = 107 SQ. FT.
 ROCK STEPS = 93 SQ. FT.
 GRAVEL = 540 SQ. FT.
 BRICK WALK = 134 SQ. FT.
 TOTAL EXISTING IMPERVIOUS = 4,021 SQ. FT.
 PROPOSED ADDITION = 480 SQ. FT.
 TOTAL EXISTING AND PROPOSED IMPERVIOUS = 4,501 SQ. FT.

6.075% OF THE LOT IS PROPOSED TO BE COVERED WITH IMPERVIOUS SURFACE

- NOTES:
1. 1% WAVE RUN-UP ELEVATION OF 588.2 IS PER THE OZAUKEE COUNTY FLOOD INSURANCE STUDY #55089CV001A DATED DECEMBER 4, 2007.
 2. PARCEL MAY BE SUBJECT TO EASEMENTS AND RIGHTS NOT SHOWN THAT A COMPLETE TITLE SEARCH MAY DISCLOSE.
 3. COORDINATES ARE BASED WISCONSIN STATE PLANE COORDINATE SYSTEM NAD83 SOUTH ZONE.
 4. ELEVATIONS ARE NAVD83(GEOD12B).



LEGEND

- = County Monument
- = Iron Stake Found
- = Iron Stake Set
- x— = Fence
- ⊙ = Well
- ⊕ = Power Pole

TOPOGRAPHIC SURVEY

FOR: MARK LEFEVRE, TKWA ARCHITECTS

PARCELS #020070900200 AND #020070900300 BEING PART OF
 GOVERNMENT LOT 3 LOCATED IN SECTION 7, T12N, R23E, TOWN
 OF BELGIUM, OZAUKEE COUNTY, WISCONSIN.

Revisions:
 ADDED WETLANDS PER STANTEC DRAWING 03-14-2023

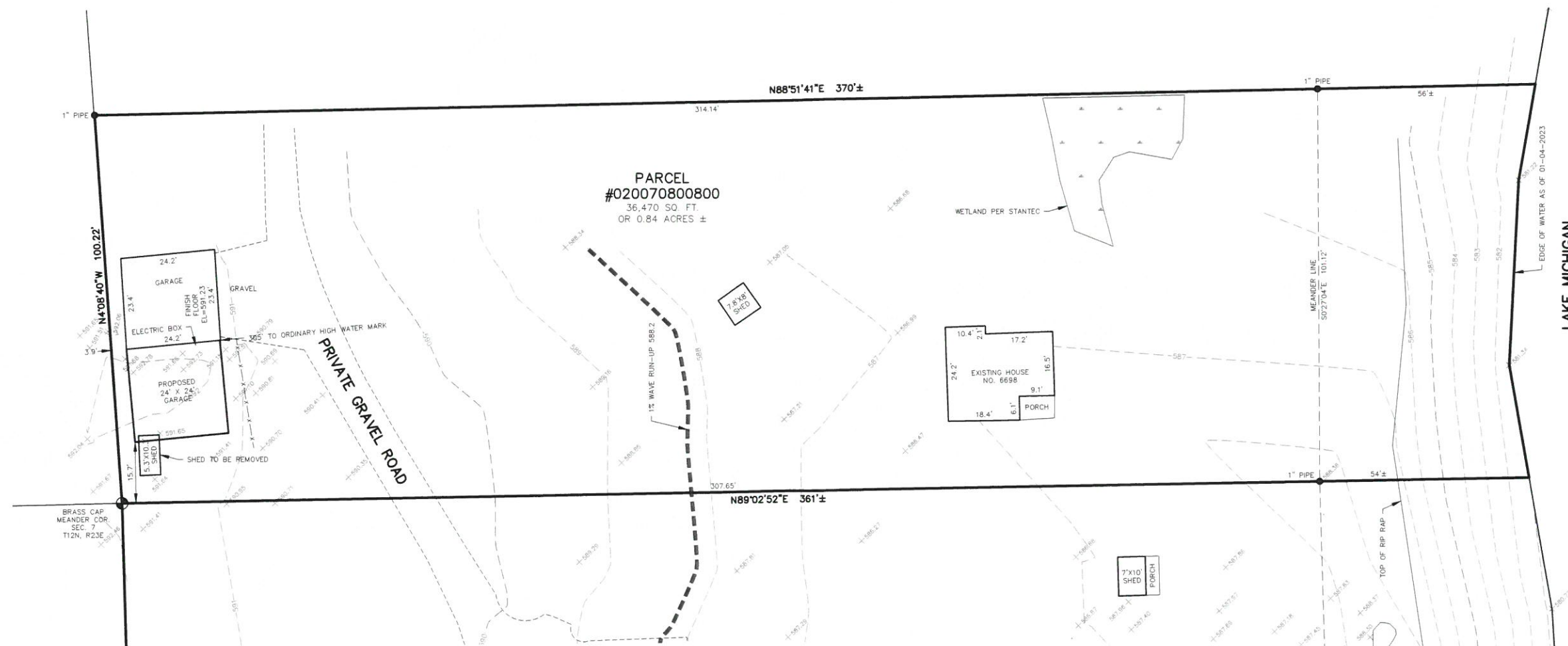


FILE No.: 2022171 DATE: 1/9/2023 PAGE: 2 OF 2

RECEIVED

MAR 20 2023

OZAUKEE COUNTY
LAND & WATER
MANAGEMENT DEPT

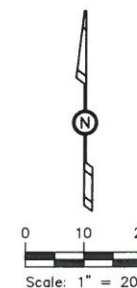


I Benjamin J. Reenders do hereby certify that this survey is correct to the best of my knowledge and belief.

- NOTES:
1. 1% WAVE RUN-UP ELEVATION OF 588.2 IS PER THE OZAUKEE COUNTY FLOOD INSURANCE STUDY #55089CV001A DATED DECEMBER 4, 2007.
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 4. ELEVATIONS ARE NAVD88(GEOD12B).

LEGEND

- County Monument
- Iron Stake Found
- Iron Stake Set
- Fence



TOPOGRAPHIC SURVEY

FOR: MARK LEFEVRE, TKWA ARCHITECTS

PARCEL #020070800800, PART OF GOVERNMENT LOT 3 LOCATED IN SECTION 7, T12N, R23E, TOWN OF BELGIUM, OZAUKEE COUNTY, WISCONSIN.

Revisions:	
ADDED WETLANDS PER STANTEC DRAWING	03-14-2023



FILE No.: 2022171 DATE: 1/6/2023 PAGE: 1 OF 1



Ozaukee County Board

AGENDA INFORMATION SHEET

AGENDA DATE: June 7, 2023
DEPARTMENT: County Clerk
DIRECTOR: Julie Winkelhorst
PREPARER: Tyler Quaas

Agenda Summary June 2023 Committee Appointments/Reappointments

BOARD OF ADJUSTMENT

Reappoint Marjie Tomter with a term to expire June 30, 2026

JOINT WASHINGTON OZAUKEE BOARD OF HEALTH

Reappoint Nitish Bangalore with a term to expire July 1, 2026

COUNTY TRAFFIC SAFETY COMMISSION

Appoint Luke Warnke to replace Tim Deppisch

OZAUKEE COUNTY BOARD