

MARATHON COUNTY BOARD OF SUPERVISORS

ADJOURNED ANNUAL MEETING

Tuesday, February 22, 2022, 7:00 p.m.

Marathon County Courthouse and Via WebEx

1. Call to Order

The meeting was called to order by Chair Gibbs at 7:00 p.m., the agenda being duly signed and posted.

2. Pledge of Allegiance

The Pledge of Allegiance to the Flag was recited and the Board stood for a moment of silence/reflection.

3. Reading of Notice

The Clerk read the meeting notice, as follows:

A. OPENING OF SESSION:

1. Meeting called to order by Chair Gibbs at 7:00 p.m., the agenda being duly signed and posted.
2. Pledge of Allegiance to the Flag; Followed by a Moment of Silence/Reflection.
3. Reading of Notice.
4. Request for silencing of cellphones and other electronic devices.
5. Roll Call.
6. Acknowledgment of visitors: None.

B. EDUCATIONAL PRESENTATION OR REPORT:

7. Standing Committee Chairperson or Designees

C. CONSENT AGENDA:

8. Approval of minutes from the January 20 & 25, 2022 meetings.
9. Referral of bills and communications to respective committees.
10. Authorizing the Clerk to issue orders, bills, and claims from the last session through this session.
11. Confirmation of Appointment:
 - a) Civil Service Commission – Kelly Hladovcak
12. Enactment of Ordinances
 - a) Environmental Resources Committee:
 1. Town of Hewitt Rezone Jason Pflieger on behalf of Jonathan Shanak #O-04-22
 2. Town of McMillan Rezone #O-05-22
13. Adoption of Resolutions
 - a) Environmental Resources Committee:
 1. Approval of Town of Rib Mountain Local Zoning Ordinance Amendment #R-09-22
 2. Approval of Town of Rib Mountain Local Zoning Ordinance Amendment #R-10-22
 3. Approval of Town of Rib Mountain Local Zoning Ordinance Amendment #R-11-22
 4. Approval of Town of Rib Mountain Local Zoning Ordinance Amendment #R-12-22
 5. Approval of Town of Ringle Local Zoning Ordinance #R-13-22

RESOLUTIONS

D. HUMAN RESOURCES, FINANCE, & PROPERTY COMMITTEE:

14. Approve 2022 Budget Transfers for Marathon County Department Appropriations #R-14-22

E. COUNTY BOARD OF SUPERVISORS, HUMAN RESOURCES, FINANCE AND PROPERTY COMMITTEE, ENVIRONMENTAL RESOURCES COMMITTEE, PARK COMMISSION:

15. Purchase of Mathy Construction Company Property for Park Land #R-15-22

F. COUNTY BOARD OF SUPERVISORS:

16. Discussion of Potential Revision to NCHC Tri-County Agreement #R-16-22
 1. This item will include a motion to go into closed session, pursuant to Wis. Stat. Sections 19.85 (c), (e) and (f), for the purpose of considering performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, for

conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and for preliminary consideration of specific personnel problems which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person involved in such problems, to wit: consideration of specific NCHC employees and personnel data in the context of potential revisions to the NCHC Tri-County Agreement.

2. Motion to return to open session for announcements and possible action on matters discussed in closed session.

A quorum of members of the NCCSP Executive Committee may attend the above noticed meeting in order to gather or provide information. No action will be taken by the NCCSP Executive Committee at this meeting. This notice is provided in accordance with State ex rel. Badke v. Greendale Village Bd., 173 Wis.2d 553,494 N.W.2d 408 (1993).

3. Approval of Potential Revisions to NCHC Tri-County Agreement

4. Request for Silencing of Cellphones and Other Electronic Devices

Chairperson Gibbs stated the request.

5. Roll Call

The Clerk initiated the roll. 34 Supervisors were present as shown:

<u>Supervisor</u>	<u>District</u>	<u>Supervisor</u>	<u>District</u>
Michelle Van Krey...(excused).....	1	Sara Guild.....	20
Jenifer Bizzotto.....	2	Thomas Rosenberg.....	21
William Harris.....	3	Alan Christensen.....	22
John Robinson.....	4	Chris Voll.....(excused).....	23
Ka Lo.....	5	Jean Maszk.....(excused).....	24
Jeff Johnson.....	6	Sandi Cihlar.....	25
Rebecca Buch.....	7	Brent Jacobson.....	26
Kelley Gabor.....	8	Thomas Seubert.....	27
David Oberbeck.....	9	Dennis Gonnering.....	28
Donna Krause.....	10	Chris Dickinson.....	29
Alyson Leahy.....	11	Richard Gumz.....	30
Vacant.....	12	Allen Drabek.....	31
Matthew Bootz.....	13	Kurt Gibbs.....	32
Rick Seefeldt.....	14	Tim Buttke.....	33
Randy Fifrick.....	15	Gary Beastro.....	34
William Conway.....	16	Jacob Langenhahn.....	35
Aarrestad, Jennifer.....	17	Bruce Lamont.....	36
Craig McEwen.....	18	Allen Opall.....(7:30).....	37
Yee Leng Xiong.....	19	Jonathan Fisher.....	38

6. Acknowledgement of Visitors

Chairperson Gibbs acknowledged and welcomed visitors to the meeting.

7. Public Comment: None

B. EDUCATIONAL PRESENTATION OR REPORT

Standing Committee Chairpersons or Designees

Discussion: Vice Chair McEwen stated that the last rules review meeting is on March 10th.

Action: None.

Follow Through: None.

C. CONSENT AGENDA

Discussion: None.

Action: **MOTION BY BUTTKE, SECOND BY LANGENHAHN TO APPROVE AGENDA ITEMS C8-C13A5 AS LISTED ON THE CONSENT AGENDA. MOTION CARRIED ON A VOICE VOTE, UNANIMOUS.** As part of the consent agenda, minutes of the January 20 & 25, 2022 meetings were approved.

The bills and communications were referred to respective committees. The Clerk was authorized to issue orders, bills, and claims from the last session through this session. The following appointment was confirmed, the following ordinances were enacted, and the following resolutions were adopted.

Follow Through: None.

APPOINTMENT
Civil Service Commission

I, Lance Leonhard, Marathon County Administrator, do hereby, upon approval of the Board of Supervisors, appoint Kelly Hladovcak, 139301 Strand Lane, Mosinee, to the Civil Service Commission for a five-year term to expire December 31, 2026, filling a vacancy left by Roger Zimmerman's retirement.

Dated this 22nd day of February 2022.

ORDINANCE #O-04-22
Town of Hewitt Rezone

WHEREAS, the Marathon County Board of Supervisors has been petitioned to amend the General Code of Ordinances for Marathon County Chapter 17 Zoning Code by of Jason Pflieger on behalf of Jonathan Shanak to rezone lands from R-E Rural Estate to H-I Heavy Industrial described as part of Govt Lot #1 of Section 19, Township 30 North, Range 9 East, Town of Hewitt. The area proposed to be rezoned is described as part of Lot #1 on the preliminary Certified Survey Map (CSM) submitted with the rezone petition, part of parent parcel PIN# 040.3009.195.0958; Address 243176 Sunrise Road, Wausau 54403.

WHEREAS, the petition was referred to the Marathon County Environmental Resources Committee (the Committee) for public hearing; and

WHEREAS, the Committee, on due notice, conducted a public hearing thereon, pursuant to Section 59.69, Wisconsin Statutes on February 1, 2022 to consider the petition to amend Chapter 17; and

WHEREAS, the Committee being duly informed of the facts pertinent to the changes proposed, having reviewed the staff report, and duly advised of the recommendations of the Town of Hewitt hereby recommends the petition be GRANTED AS APPLIED FOR

NOW, THEREFORE, BE IT RESOLVED, the County Board of Supervisors of the County of Marathon does ordain as follows: The General Code of Ordinances for Marathon County Chapter 17 Zoning Code (and accompanying Zoning Map) is amended as stated above.

Dated this 1st day of February 2022

ENVIRONMENTAL RESOURCES COMMITTEE

ORDINANCE #O-05-22
Town of McMillan Rezone

WHEREAS, the Marathon County Board of Supervisors has been petitioned to amend the General Code of Ordinance for Marathon County Chapter 17 Zoning Code by the Town of McMillan to rezone lands from F-P Farmland Preservation to G-A General Agriculture, R-R Rural Residential, R-E Rural Estate, L-D-R Low Density Residential and N-C Neighborhood Commercial. The areas proposed to be rezoned are described on the attached spreadsheet and map.

WHEREAS, the petition was referred to the Marathon County Environmental Resources Committee (the Committee) for public hearing; and

WHEREAS, the Committee, on due notice, conducted a public hearing on the proposed amendments, and filed their recommendations with the Board, and

WHEREAS, a copy of the areas/ parcels affected for the purpose of ensuring consistency with the updated Comprehensive Plan (December 2021) and correcting Farmland Preservation zoned parcels as required by the Department of Agriculture, Trade and Consumer Protection (DATCP) is available for review at the offices of Marathon County Conservation, Planning and Zoning Dept., 210 River Dr., and the Marathon County Clerk, Courthouse, 500 Forest Street, Wausau, 54403, during regular business hours and is also available at the following link: <http://www.townofmcmillan.com/index.php>

NOW, THEREFORE, BE IT RESOLVED, the County Board of Supervisors of the County of Marathon does ordain as follows: The General Code of Ordinances for Marathon County Chapter 17 Zoning Code (and accompanying

Zoning Map) is amended as stated above.
Dated this 1st day of February 2022
ENVIRONMENTAL RESOURCES COMMITTEE

RESOLUTION #R-09-22
Approval of Town of Rib Mountain Local Zoning Ordinance Amendment

WHEREAS, to §60.62(3) Wis. Stats provides that any Zoning Ordinance and/or map adopted by a Town Board and any amendment thereof shall be subject to the approval of the County Board in counties having a county zoning ordinance, and
WHEREAS, the Town Board of the Town of Rib Mountain has amended their zoning as shown on the attached report, and
WHEREAS, the Marathon County Environmental Resources Committee, having considered the request to review amendments of the Town Zoning Ordinance filed by the Clerk of the Town of Rib Mountain and duly advised action by the Town, hereby recommends that the County Board approves this amendment as attached.
NOW, THEREFORE BE IT RESOLVED, that the Marathon County Board of Supervisors hereby approves the amendment to the Town of Rib Mountain Zoning Ordinance and/or Zoning map as attached and made part of this record, all of which to be filed with the Marathon County Clerk.
Dated this 1st day of February 2022
ENVIRONMENTAL RESOURCES COMMITTEE

RESOLUTION #R-10-22
Approval of Town of Rib Mountain Local Zoning Ordinance Amendment

WHEREAS, to §60.62(3) Wis. Stats provides that any Zoning Ordinance and/or map adopted by a Town Board and any amendment thereof shall be subject to the approval of the County Board in counties having a county zoning ordinance, and
WHEREAS, the Town Board of the Town of Rib Mountain has amended their zoning as shown on the attached report, and
WHEREAS, the Marathon County Environmental Resources Committee, having considered the request to review amendments of the Town Zoning Ordinance filed by the Clerk of the Town of Rib Mountain and duly advised action by the Town, hereby recommends that the County Board approves this amendment as attached.
NOW, THEREFORE BE IT RESOLVED, that the Marathon County Board of Supervisors hereby approves the amendment to the Town of Rib Mountain Zoning Ordinance and/or Zoning map as attached and made part of this record, all of which to be filed with the Marathon County Clerk.
Dated this 1st day of February 2022
ENVIRONMENTAL RESOURCES COMMITTEE

RESOLUTION #R-11-22
Approval of Town of Rib Mountain Local Zoning Ordinance Amendment

WHEREAS, to §60.62(3) Wis. Stats provides that any Zoning Ordinance and/or map adopted by a Town Board and any amendment thereof shall be subject to the approval of the County Board in counties having a county zoning ordinance, and
WHEREAS, the Town Board of the Town of Rib Mountain has amended their zoning as shown on the attached report, and
WHEREAS, the Marathon County Environmental Resources Committee, having considered the request to review amendments of the Town Zoning Ordinance filed by the Clerk of the Town of Rib Mountain and duly advised action by the Town, hereby recommends that the County Board approves this amendment as attached.
NOW, THEREFORE BE IT RESOLVED, that the Marathon County Board of Supervisors hereby approves the amendment to the Town of Rib Mountain Zoning Ordinance and/or Zoning map as attached and made part of this record, all of which to be filed with the Marathon County Clerk.
Dated this 1st day of February 2022
ENVIRONMENTAL RESOURCES COMMITTEE

RESOLUTION #R-12-22
Approval of Town of Rib Mountain Local Zoning Ordinance Amendment

WHEREAS, to §60.62(3) Wis. Stats provides that any Zoning Ordinance and/or map adopted by a Town Board and any amendment thereof shall be subject to the approval of the County Board in counties having a county zoning ordinance, and

WHEREAS, the Town Board of the Town of Rib Mountain has amended their zoning as shown on the attached report, and

WHEREAS, the Marathon County Environmental Resources Committee, having considered the request to review amendments of the Town Zoning Ordinance filed by the Clerk of the Town of Rib Mountain and duly advised action by the Town, hereby recommends that the County Board approves this amendment as attached.

NOW, THEREFORE BE IT RESOLVED, that the Marathon County Board of Supervisors hereby approves the amendment to the Town of Rib Mountain Zoning Ordinance and/or Zoning map as attached and made part of this record, all of which to be filed with the Marathon County Clerk.

Dated this 1st day of February 2022

ENVIRONMENTAL RESOURCES COMMITTEE

RESOLUTION #R-13-22
Approval of Town of Ringle Local Zoning Ordinance

WHEREAS, the Town of Ringle adopted a zoning ordinance (known as the Town of Ringle Zoning Ordinance) pursuant to the authority granted to towns under §60.62, Wis. Stats.; and

WHEREAS, to §60.62(3) Wis. Stats provides that any Zoning Ordinance and map adopted by a Town Board and any amendment thereof shall be subject to the approval of the County Board in counties having a county zoning ordinance, and

WHEREAS, Marathon County adopted a zoning ordinance pursuant to the authority granted to counties under §59.69, Wis. Stats.; and

WHEREAS, the Town Board of Supervisors of the Town of Ringle (“Town Board”) has petitioned to repeal and re-adopt the Town of Ringle Zoning Ordinance (“Zoning Ordinance”) and Town of Ringle Zoning Map (“Zoning Map”) adopted on January 10, 2022; and

WHEREAS, the Marathon County Environmental Resources Committee, having considered the request to review the Town Zoning Ordinance and Zoning Map filed by the Clerk of the Town of Ringle, and duly advised action by the Town, hereby recommends that the County Board approves this petition as attached and is available at the following link: <https://townofringlewi.com/ordinances-resolutions/> and in incorporated herein by reference as if set forth in full; and

NOW, THEREFORE BE IT RESOLVED, that the Marathon County Board of Supervisors hereby approves the petition to repeal and re-adopt the Town of Ringle Zoning Ordinance (“Zoning Ordinance”) and Town of Ringle Zoning Map (“Zoning Map”) as attached and made part of this record, all of which to be filed with the Marathon County Clerk.

Dated this 1st day of February 2022

ENVIRONMENTAL RESOURCES COMMITTEE

As part of the Consent Agenda, the above Appointment was approved, Ordinances #O-4, #O-5 were enacted and Resolutions #R-09-#R-13 were adopted.

RESOLUTION #R-14- 22
Approve 2022 Budget Transfers for Marathon County
Department Appropriations

WHEREAS, Section 65.90(5)(a) dictates that appropriations in the Marathon County budget may not be modified unless authorized by a vote of two-thirds of the entire membership of the County Board of Supervisors, and

WHEREAS, the Human Resources, Finance and Property Committee has reviewed and does recommend the 2022 transfers listed below, and

NOW, THEREFORE, BE IT RESOLVED the Marathon County Board of Supervisors authorize and direct the budget transfers as listed below:

Transfer from:CPZ 444-795-87212 NACD Grant
Transfer to:CPZ 444-795-9-various
Amount:50,000
Re:National Conservation assistance grant

Transfer from:CPZ 259-781-82474 DNR NMFE Grant
Transfer to:CPZ 259-781-9 various expenditures
Amount:35,000
Re:Nutrient Management Farmer Education Grant

Transfer from:PRF 157-727-89900 Transfer from Fund Balance
Transfer to:PRF 157-727-98210 Land
Amount:60,804
Re:Transfer from Fund balance for the purchase of Park Land

Transfer from:Sheriff 172-868-82420 Public Safety Grant
Transfer to:Sheriff 172-868-9-8190 Oth Capital Equipment
Amount:74,000
Re:WEM/HS EOD Bomb suit

Transfer from:Sheriff TBD Public Safety Federal Grant
Transfer to:Sheriff TBD Oth Capital Equip/Office equip
Amount:30,500
Re:WEM/HS EOD Bomb Team Portable X ray system

Transfer from:Sheriff TBD Public Safety Federal Grant
Transfer to:Sheriff TBD Oth Capital Equip
Amount:23,000
Re:WEM/MNSO SWAT Alert Wall Sensing Equip

Transfer from:UWEX 101-738-82468 Donation
Transfer to:UWEX 101-738-9-2190 Oth Professional services
Amount:35,000

Re:Donation 4H leaders Federation for half time educator
That a Class 1 Notice of this transaction be published within (10) days of its adoption;
BE IT FURTHER RESOLVED that the County Board of Supervisors hereby authorizes
and directs the Marathon County Clerk to issue checks pursuant to this resolution and the Marathon County
Treasurer to honor said checks.
BE IT FURTHER RESOLVED that the proper officers of Marathon County are hereby authorized and directed to
take all actions necessary to affect this policy.
Respectfully submitted this 22nd day of February 2022.
HUMAN RESOURCES, FINANCE AND PROPERTY COMMITTEE
Discussion: Requires 2/3 majority vote.
**Action: MOTION BY ROBINSON, SECOND BY MCEWEN TO ADOPT THE RESOLUTION, CARRIED
ON A VOICE VOTE, UNANIMOUSLY.**
Follow through: None

RESOLUTION #R-15-22
Purchase of Mathy Construction Company Property for Park Land

WHEREAS, on August 3, 2021, the Marathon County Park Commission authorized staff to pursue the purchase of 39.085 acres of wooded land owned by Mathy Construction Company, in the Village of Maine and Town of Texas, Marathon County, Wisconsin, and;
WHEREAS, this land is adjacent to the existing 70 acre Brokaw County Park. An appraisal and survey was completed and the land was appraised at \$93,804; and;
WHEREAS, Mathy Construction Company has accepted Marathon County's offer of \$93,804 for

39.085 acres under the terms of the attached Vacant Land Offer to Purchase; and;
WHEREAS, the Property Exhibit Map is attached to the Vacant Land Offer to Purchase, and; WHEREAS, the County will fund the purchase of the land with funds available in the Park Land and Products account; and;
WHEREAS, the Human Resources, Finance and Property Committee, Environmental Resources Committee and the Park Commission have all recommended purchasing the Mathy property to meet the objectives of the Marathon County Comprehensive Outdoor Recreation Plan; and;
WHEREAS, Objective 5.2 of the 2018 – 2022 Marathon County Strategic Plan promotes sound land use decisions that conserve and preserve natural resources in decisions with economic development and growth; and;
WHEREAS, Strategies “C” and “F” of the Strategic Plan are to acquire land for public park and forest use to retain natural landscapes and protect natural resources; and;
WHEREAS, this purchase of land meets Outcome Measure 3 of the Strategic Plan of acquiring an average of 320 acres of land per year for the Marathon County Parks and Forests system; and;
WHEREAS, acquisition of this property shall be for outdoor recreation purposes. This acquisition may create potential revenues to the County and this proposed purchase will promote preservation of natural areas.
NOW, THEREFORE, the Board of Supervisors of the County of Marathon does hereby resolve as follows:

1. To authorize a budget transfer of \$60,804 to the Park Land and Products account from the Park Land and Products Fund Balance account.
2. To authorize the purchase of the Mathy Construction Company property in accordance with the terms and conditions of the attached Vacant Land Offer to Purchase; and;
3. To authorize the proper County officials to execute the documents necessary to complete this transaction.

BE IT FURTHER RESOLVED that the County Clerk is directed to issue checks pursuant to this resolution and the Treasurer to honor said checks.

Dated this 22nd day of February 2022.

COUNTY BOARD OF SUPERVISORS

Discussion: Questions asked and addressed. Roll call vote requested by Jacobson.

Action: MOTION BY SEEFELDT, SECOND BY FIFRICK TO ADOPT THE RESOLUTION. MOTION CARRIES 27-5, 4 ABSENT, 1 VACANCY, ON A ROLL CALL VOTE, AS FOLLOWS:

Yes: Aarrestad, Beastrom, Bizzotto, Buch, Buttke, Christensen, Cihlar, Fifrick, Gabor, Gibbs, Gonnering, Guild, Gumz, Harris, Johnson, Krause, Lamont, Langenhahn, Leahy, Lo, McEwen, Oberbeck, Robinson, Rosenberg, Seefeldt, Seubert, Xiong - 27

No: Bootz, Conway, Dickinson, Fisher, Jacobson - 5

Follow through: None

RESOLUTION #R-16-22

Discussion of Potential Revision to NCHC Tri-County Agreement

1. This item will include a motion to go into closed session, pursuant to Wis. Stat. Sections 19.85 (c), (e) and (f), for the purpose of considering performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, for conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and for preliminary consideration of specific personnel problems which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person involved in such problems, to wit: consideration of specific NCHC employees and personnel data in the context of potential revisions to the NCHC Tri-County Agreement.
2. Motion to return to open session for announcements and possible action on matters discussed in closed session.
A quorum of members of the NCCSP Executive Committee may attend the above noticed meeting in order to gather or provide information. No action will be taken by the NCCSP Executive Committee at this meeting. This notice is provided in accordance with State ex rel. Badke v. Greendale Village Bd., 173 Wis.2d 553,494 N.W.2d 408 (1993).
3. Approval of Potential Revisions to NCHC Tri-County Agreement

Discussion: Chair Gibbs stated that Board rules allow participation via WebEx and that there was concern regarding that, therefore closed session was withdrawn.

Attorney Phillips was available via WebEx and presented background on the Tri-County Agreement and discussed proposed changes.

Corporation Counsel for Langlade County, Robin Stowe stated that they will be considering adopting the agreement on February 28 and stated that Langlade County supports the changes.
Lincoln County Administrative Coordinator, Cate Wylie stated that Lincoln County supports the changes.
Administrator Leonhard made comments that he supports the agreement.
Questions asked and addressed.

Action: MOTION BY BOOTZ, SECOND BY JOHNSON TO ADOPT THE RESOLUTION.

Discussion: Questions asked and addressed. Roll Call vote requested by Lamont. A “Yes” vote is to approve adding the amended language.

Action: MOTION BY ROBINSON, SECOND BY CONWAY TO AMEND SECTION 4B AND ADD, “SUBJECT TO CONFIRMATION BY THE COUNTY BOARD”. MOTION FAILS 15-18, 3 ABSENT, 1 NO RESPONSE, 1 VACANCY, ON A ROLL CALL VOTE AS FOLLOWS:

YES: Beastron, Buttke, Conway, Dickinson, Fifrick, Fisher, Gabor, Gonnering, Krause, Lamont, Leahy, Lo, Robinson, Rosenberg, Xiong - 15

NO: Aarrestad, Bizzotto, Bootz, Buch, Christensen, Cihlar, Drabek, Gibbs, Guild, Gumz, Harris, Jacobson, Johnson, Langenhahn, McEwen, Oberbeck, Opall, Seefeldt - 18

Action: JACOBSON CALLED THE QUESTION. MOTION CARRIES ON A VOICE VOTE, UNANIMOUSLY

Action: ORIGINAL MOTION TO ADOPT THE RESOLUTION CARRIES ON A VOICE VOTE, UNANIMOUSLY.

Announcements or Requests

Supervisor Johnson stated that Matthew Thums is the captain of Team USA Wheelchair Curling.

Supervisor Lamont requested the board be updated on the vaccine and the side effects and injuries caused by it.

Supervisor Robinson stated that Laura Scudiere, Health Officer is looking into obtaining vaccine information.

Supervisor Harris stated that February is Black History Month.

Adjournment

MOTION BY JACOBSON, SECOND BY ROSENBERG TO ADJOURN. MOTION CARRIED ON A VOICE VOTE. Meeting adjourned at 8:17p.m.

- Minutes prepared by Patricia Hornung, Administrative Specialist.