

COUNTY OF MILWAUKEE  
Inter-Office Communication

Date: September 5, 2025

To: Marcelia Nicholson, Chairwoman, Milwaukee County Board of Supervisors

From: Celia Benton, Economic Development Director, Department of Administrative Services

Subject: A Request from the Director of Economic Development for Passive Review of a Professional Services Agreement with a total contractual fee increase of \$50,000.

File Type: Passive Review

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**REQUEST**

Request to amend the professional services agreement with Hurtado Zimmerman SC to add an additional \$50,000, bringing the total value of the agreement to \$140,000.

**POLICY**

Implementation of Wisconsin Statutes 59.52(31) with regard to purchase of professional service agreements (under the Milwaukee General Ordinance Chapter 56) for Capital projects requires Finance Committee passive review to award the initial agreement, or fee extension(s) to the original agreement, when the total contractual fee is at least \$100,000 but is no greater than \$300,000.

Wisconsin State Statutes:	59.52(31)
Milwaukee County Code of General Ordinances:	56
Specific Adopted Budget:	
Specific Adopted Budget Amendment:	
Specific Adopted Capital Project:	

**BACKGROUND**

Milwaukee County has engaged Hurtado Zimmerman SC since 2017 to provide professional legal services in support of the sale and conveyance of tax-foreclosed properties. The firm was selected based on its demonstrated expertise in complex real estate transactions, including negotiation of purchase terms, title review and clearance, preparation and review of closing documents, and facilitation of property closings. Over the course of this engagement, Hurtado Zimmerman SC has developed a thorough understanding of the County’s processes and requirements, enabling them to complete transactions efficiently while safeguarding the County’s legal and financial interests. Their proven track record and specialized knowledge distinguished them from other firms and made them the most suitable choice to continue providing these services.

Related File No's:	N/A
Associated File No's (Including Transfer Packets):	
Previous Action Date(s):	

### **ALIGNMENT TO STRATEGIC PLAN**

2A: Determine what, where, and how we deliver services to advance health equity

### **FISCAL EFFECT**

This request was previously budgeted for under our annual account for professional services.

### **TERMS**

October 2017-No end date

### **VIRTUAL MEETING INVITES**

Emily Streff, Project Manager, Division of Economic Development, Department of Administrative Services

Erica Goblet, Project Manager, Division of Economic Development, Department of Administrative Services

Heather Reindl, Contracts Manager, Division of Economic Development, Department of Administrative Services

Celia Benton, Economic Development Director, Department of Administrative Services

### **PREPARED BY:**

Emily Streff, Project Manager, Division of Economic Development, Department of Administrative Services

### **APPROVED BY:**

*Celia Benton*

Celia Benton, Economic Development Director, Department of Administrative Services

### **ATTACHMENTS:**

4<sup>th</sup> Amendment to Agreement

Scope of Services

1684 Hurtado Zimmerman SC Amendment

### **CC:**

David Crowley, County Executive

Liz Sumner, Comptroller

Supervisor Willie Johnson, Jr., Chairman, Committee on Finance

Finance Committee Members

MaryJo Meyers, Chief of Staff, Office of the County Executive

Aaron Hertzberg, Director, Department of Administrative Services

Kelly Bablitch, Chief of Staff, County Board of Supervisors

Steve Cady, Research & Policy Director, Committee Coordinator  
James Davies, Assistant Corporation Counsel, OCC