



MINUTES
FINANCE COMMITTEE
REGULAR MEETING
THURSDAY, MAY 23, 2019 – 8:30 AM
ADMINISTRATION CENTER - ROOM A-200
121 W. MAIN STREET, PORT WASHINGTON, WI 53074

1. CALL TO ORDER

A regular meeting of the Finance Committee was held in room A-200 at the Administration Center.

Attendee Name	Title	Status	Arrived
P. Melotik	Chairperson	Excused	
D. Dohrwardt	Vice-Chairperson	Present	
T. Richart	Supervisor District 12	Present	
J. Strom	Supervisor District 21	Present	
L. Herro	Supervisor District 14	Present	

Staff present: County Administrator Dzwinel, Sheriff Johnson, Assistant Corporation Counsel Kluessendorf, Planning & Parks Director Struck, Human Resources Director McDonell, County Treasurer Morrison, Finance Director McMahon, DOA Intern Uselding and County Clerk Winkelhorst.

Others present: Dan Benson, Ozaukee Press.

2. PROPER NOTICE

Vice-Chairperson Dohrwardt called the meeting to order at 8:30AM. The clerk noticed the meeting as required.

3. PUBLIC COMMENTS/CORRESPONDENCE/COMMUNICATIONS

There were none.

4. APPROVAL OF MINUTES

a. April 25, 2019

Motion to approve the April 25, 2019 minutes as submitted.

FINANCE COMMITTEE

RESULT: APPROVED [UNANIMOUS]

MOVER: T. Richart, Supervisor District 12

SECONDER: J. Strom, Supervisor District 21

AYES: Dohrwardt, Richart, Strom, Herro

EXCUSED: Melotik

5. DISCUSSION ITEMS

a. Review of Open Meetings Law and Committee Responsibilities per Ozaukee County Policy and Procedure Manual - Rhonda Gorden, Corporation Counsel

This item will be discussed at the next meeting when Ms. Gorden is available.

6. CORPORATION COUNSEL DEPARTMENT REPORT

- a. Corporation Counsel Financial Report
Inquiry on the Human Services case involving the county.

7. ACTION ITEMS

- a. Resolution: Increase of Revenue 2019 - Planning & Parks

Motion to approve the increase of revenue resolution amending the budget for the Planning & Parks Department to include funds from Wisconsin Department of Natural Resources River Protection Management Grants - \$50,000 for Little Menomonee River project and \$50,000 for Mole Creek Habitat Restoration project; Wisconsin Coastal Management Program Grants - \$100,000 for Little Menomonee River project; and Coastal Resilience Grant - \$25,000 for Lion's Den Gorge Nature Preserve and Virmond County Park or Clay Bluffs Cedar Gorge Nature Preserve. This resolution will move forward to the County Board for final action.

FINANCE COMMITTEE

RESULT: APPROVED [UNANIMOUS]
MOVER: T. Richart, Supervisor District 12
SECONDER: J. Strom, Supervisor District 21
AYES: Dohrwardt, Richart, Strom, Herro
EXCUSED: Melotik

- b. Resolution: Transfer of Funds 2019 - General Fund and Project Fund Reserves

There is \$40,000 in the Project Reserve Fund and \$50,000 transferred from the General Fund to the Project Reserve Fund for the War Memorial Restoration Project and \$625,000 from the General Fund to the Project Reserve Fund for the Justice Center Roofing Project. The transfers will be in the Project Fund with a separate line item to allow tracking of the projects.

Motion to approve the transfer of funds resolution to support the War Memorial restoration and Justice Center Roofing project. This resolution will move forward to the County Board for final action.

FINANCE COMMITTEE

RESULT: APPROVED [UNANIMOUS]
MOVER: L. Herro, Supervisor District 14
SECONDER: J. Strom, Supervisor District 21
AYES: Dohrwardt, Richart, Strom, Herro
EXCUSED: Melotik

- c. Request to Create a New Administrative Services Coordinator Full-time Position and Eliminate Two (2) Vacant Part-time Positions

The Sheriff's Office requests the approval of combining the vacant part-time Secretary II and Office Assistant III position in the new full-time position of Administrative Services Coordinator.

Motion to approve the request to combine the two part-time positions into one full-time position at a Pay Grade 104.

FINANCE COMMITTEE

RESULT: APPROVED [UNANIMOUS]
MOVER: J. Strom, Supervisor District 21
SECONDER: L. Herro, Supervisor District 14
AYES: Dohrwardt, Richart, Strom, Herro
EXCUSED: Melotik

- d. Resolution: Amending Chapter 3.01 (17) of the Ozaukee County Policy and Procedure Manual - Positions & Pay Grades: Sheriff's Office

Motion to approve the resolution amending the County Policy and Procedure Manual to reflect the changes approved in the Sheriff's Office. The resolution will move forward to the County Board for final action.

FINANCE COMMITTEE

RESULT: APPROVED [UNANIMOUS]
MOVER: L. Herro, Supervisor District 14
SECONDER: J. Strom, Supervisor District 21
AYES: Dohrwardt, Richart, Strom, Herro
EXCUSED: Melotik

- e. Wire Transfers #2907 - #2916 and April 2019 Schedule of Vouchers

Motion to approve wire transfers #2907 - #2916 and April 2019 Schedule of Vouchers for \$4,907,150.41.

FINANCE COMMITTEE

RESULT: APPROVED [UNANIMOUS]
MOVER: T. Richart, Supervisor District 12
SECONDER: J. Strom, Supervisor District 21
AYES: Dohrwardt, Richart, Strom, Herro
EXCUSED: Melotik

8. DEPARTMENT REPORTS

- a. County Clerk

Update on staffing change.

- b. Finance

Review of written report that included 2018 Audit, Sales Tax collections and Fund Balance of General Fund comparison 2018 to 2017.

- c. Human Resources

Projects in the works: safety analysis of the Administration Center, implementing background checks on new employees and employment application tracking system.

Review of written report including upcoming Leadership Development course, Massage Program and Blood Drive.

- d. Information Technology

Update on radio project, telephone project and security system project.

e. County Treasurer

Review of written report including cash, interest & penalty revenues, interest earnings, sales tax revenue, delinquent taxes, interest investments, foreclosures and update on legislation.

9. NEXT MEETING DATE

Thursday, June 27, 2019

10. ADJOURNMENT

Motion made by Supervisor Strom, seconded by Supervisor Richart to adjourn. Motion carried. Meeting adjourned at 9:35 AM.

Julianne B. Winkelhorst, County Clerk