



MINUTES  
FINANCE COMMITTEE  
REGULAR MEETING  
THURSDAY, JUNE 27, 2019 – 8:30 AM  
ADMINISTRATION CENTER - ROOM A-200  
121 W. MAIN STREET, PORT WASHINGTON, WI 53074

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**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            | Present |         |
| D. Dohrwardt  | Vice-Chairperson       | Present |         |
| T. Richart    | Supervisor District 12 | Present |         |
| J. Strom      | Supervisor District 21 | Absent  |         |
| L. Herro      | Supervisor District 14 | Present |         |

Staff present: County Administrator Dzwinel, Corporation Counsel Gorden, Planning & Parks Director Struck, Human Resources Director McDonell, County Treasurer Morrison, Finance Director McMahan, Financial System Analyst Phillips, Assistant Finance Director Pezanoski and County Clerk Winkelhorst.

Others present: Dan Benson, Ozaukee Press and Bryan Grunewald, CliftonLarsonAllen LLP.

**2. PROPER NOTICE**

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

**3. PUBLIC COMMENTS/CORRESPONDENCE/COMMUNICATIONS**

There was none.

**4. APPROVAL OF MINUTES**

a. May 23, 2019

Motion to approve the May 23, 2019 minutes as submitted.

**FINANCE COMMITTEE**

**RESULT:** APPROVED [UNANIMOUS]

**MOVER:** L. Herro, Supervisor District 14

**SECONDER:** D. Dohrwardt, Vice-Chairperson

**AYES:** Melotik, Dohrwardt, Richart, Herro

**ABSENT:** Strom

**5. DISCUSSION ITEMS**

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

Ms. Gorden explained that to ensure compliance of Open Meetings Law relating to public

notice on agendas and discussion held at the committee level, focusing on the agenda and committee responsibilities as outlined in the County Policy and Procedure Manual will assure that there is no violation of the open meetings law.

Mr. Dzwinel stated the Executive Committee, after hearing the presentation, suggested all committees have this discussion on their next meeting agenda.

## 6. CORPORATION COUNSEL DEPARTMENT REPORT

### a. Corp. Counsel Financials

There were no questions.

## 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 Tourism Joint Effort Marketing Grant program - \$35,000. This resolution will move forward to the County Board for final action.

#### FINANCE COMMITTEE

**RESULT:** APPROVED [UNANIMOUS]

**MOVER:** T. Richart, Supervisor District 12

**SECONDER:** D. Dohrwardt, Vice-Chairperson

**AYES:** Melotik, Dohrwardt, Richart, Herro

**ABSENT:** Strom

### b. Request to Create One Full-time Deputy Clerk IV Position and Eliminate Two Vacant Part-time Deputy Clerk IV Positions

Motion to approve the request to combine the two part-time positions into one full-time Deputy Clerk IV position at a Pay Grade 8.

#### FINANCE COMMITTEE

**RESULT:** APPROVED [UNANIMOUS]

**MOVER:** L. Herro, Supervisor District 14

**SECONDER:** T. Richart, Supervisor District 12

**AYES:** Melotik, Dohrwardt, Richart, Herro

**ABSENT:** Strom

### c. Resolution: Amending Chapter 3.01 (14) of the Ozaukee County Policy and Procedure Manual - Positions and Pay Grades: Clerk of Courts Office

Motion to approve the resolution amending the County Policy and Procedure Manual to codify the changes approved in the Clerk of Courts Office. The resolution will move forward to the County Board for final action.

## FINANCE COMMITTEE

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** D. Dohrwardt, Vice-Chairperson  
**SECONDER:** L. Herro, Supervisor District 14  
**AYES:** Melotik, Dohrwardt, Richart, Herro  
**ABSENT:** Strom

## d. MBM DocuWare - Accounts Payable Improvement Solution Purchase

Motion to approve the purchase of MBM-DocuWare Solution for a first year cost of \$18,600.

## FINANCE COMMITTEE

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** L. Herro, Supervisor District 14  
**SECONDER:** D. Dohrwardt, Vice-Chairperson  
**AYES:** Melotik, Dohrwardt, Richart, Herro  
**ABSENT:** Strom

## e. Wire Transfers #2917 - #2933 and May 2019 Schedule of Vouchers

Motion to approve wire transfers #2917-#2933 and May 2019 Schedule of Vouchers.

## FINANCE COMMITTEE

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** L. Herro, Supervisor District 14  
**SECONDER:** D. Dohrwardt, Vice-Chairperson  
**AYES:** Melotik, Dohrwardt, Richart, Herro  
**ABSENT:** Strom

**8. DISCUSSION ITEMS**

## a. Review of 2018 Final Audit - CliftonLarsonAllen LLP

Mr. Grunewald reviewed the highlights of the management communications which included the communication to the County Board letter, a summary of financial information of the County's governmental fund balances, General Fund balance analysis, Human Services Department Special Revenue Fund, County Roads and Bridges Special Revenue Fund, Highway Department Fund, machinery operations cost pool, and Lasata Campus Enterprise Funds.

Questions and discussion on accountability and clarification of facts for transfers in and out of accounts; Highway Fund's working capital; assets and depreciation; Highway financial condition and focusing on areas to improve the results.

**9. DEPARTMENT REPORTS**

## a. County Clerk

There were no questions.

## b. Finance

Finance Department staff will meet with the Public Works Committee at their July

meeting to discuss Highway operations.

c. **Human Resources**

Review of written report including upcoming Leadership Development course, wellness challenge and Stop the Bleed Control Kits distribution.

d. **Information Technology**

Update on radio project.

e. **County Treasurer**

Review of written report including cash, interest & penalty revenues, interest earnings, sales tax revenue, delinquent taxes and foreclosures, revolving loan fund, debt and investments.

**10. NEXT MEETING DATE**

Thursday, July 25, 2019

**11. ADJOURNMENT**

Motion made by Supervisor Richart, seconded by Supervisor Herro to adjourn. Motion carried. Meeting adjourned at 10:19 AM.

*Julianne B. Winkelhorst, County Clerk*