



AGENDA  
OZAUKEE COUNTY BOARD  
MID-MONTH REGULAR MEETING  
**WEDNESDAY, JULY 17, 2019 – 9:00 AM**  
ADMINISTRATION CENTER - ROOM A-204  
121 W. MAIN STREET, PORT WASHINGTON, WI 53074

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THE FOLLOWING BUSINESS WILL BE BEFORE THE COUNTY BOARD FOR INITIATION, DISCUSSION, CONSIDERATION, DELIBERATION AND POSSIBLE FORMAL ACTION:

**1. CALL TO ORDER**

Roll Call

**2. PLEDGE OF ALLEGIANCE TO THE FLAG**

**3. PUBLIC COMMENT**

Legislative Update

Chairperson's Proclamation

**4. COMMUNICATIONS**

**5. CLAIMS**

**6. NON-COMMENDATION RESOLUTIONS**

RES.19-12: Amending Chapter 3.01 (14) of the Ozaukee County Policy and Procedure Manual - Positions and Pay Grades: Clerk of Courts Office

**7. PRESENTATIONS:**

*a. Results of 2018 Audit and Popular Annual Financial Report*

*Bryan Grunewald, CPA, CliftonLarsonAllen LLP*

*Jason Dzwinel, County Administrator*

*b. Ozaukee County Energy Action & Performance*

*Jason Wittek, Policy & Budget Analyst*

**8. COMMITTEE APPOINTMENTS/REAPPOINTMENTS**

**9. COMMITTEE REPORTS**

**10. ADJOURNMENT**

RESOLUTION NO. 19-12

AMENDING CHAPTER 3.01 (14) OF THE OZAUKEE COUNTY POLICY AND PROCEDURE MANUAL - POSITIONS AND PAY GRADES: CLERK OF COURTS OFFICE

RESOLVED, by the Ozaukee County Board of Supervisors that Section 3.01 (14) of the Ozaukee County Policy and Procedure Manual be amended to read:

3.01	POSITIONS AND PAY GRADES				
	<b>POSITION</b>	<b>GRADE</b>	<b>UNION</b>	<b>HOURS</b>	<b>#</b>
14	<u>CLERK OF COURTS</u>				
	Deputy Clerk IV	8	OPEIU	40	4 <u>5</u>
	<del>Deputy Clerk IV</del>	<del>8</del>	<del>OPEIU</del>	<del>20</del>	<del>2</del>

FURTHER RESOLVED, that these changes shall take effect August 7, 2019; and

FURTHER RESOLVED, that Chapter 3.01 (14) of the Ozaukee County Policy and Procedure Manual be amended to reflect the personnel changes and department totals to be adjusted accordingly.

Dated at Port Washington, Wisconsin, this 7th day of August 2019.

*SUMMARY: Section 3.01 (14) of the Ozaukee County Policy and Procedure Manual pertaining to Clerk of Courts Office positions and pay grades is amended.*

*VOTE REQUIRED: Majority*

FINANCE COMMITTEE

06/27/19

Finance Committee APPROVED

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

## Finance Committee

### AGENDA INFORMATION SHEET

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**AGENDA DATE:** July 17, 2019  
**DEPARTMENT:** County Clerk  
**DIRECTOR:** Julie Winkelhorst  
**PREPARER:** Julie Winkelhorst

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**Agenda Summary** Amending Chapter 3.01 (14) of the Ozaukee County Policy and Procedure Manual - Positions and Pay Grades: Clerk of Courts Office

#### **ATTACHMENTS:**

- Clk Cts Request to Create Full-time Dep IV Position (PDF)

## Public Safety Committee

### AGENDA INFORMATION SHEET

**AGENDA DATE:** June 27, 2019  
**DEPARTMENT:** Clerk of Courts  
**DIRECTOR:** Mary Lou Mueller  
**PREPARER:** Mary Lou Mueller

**Agenda Summary** Request to Create One Full-time Deputy Clerk IV Position and Eliminate Two Vacant Part-time Deputy Clerk IV Positions

*FINANCIAL IMPACT:*

\$ 9,368.15

BACKGROUND INFORMATION, DESCRIBE MEASURABLE IMPACT ON SERVICES:

**POSITION ALTERNATIVE ANALYSIS:** This request was initially part of our 2020 Budget. However, the current part-time Deputy Clerk IV has resigned from this position effective 6/10/2019. Therefore, the department needs to begin the search for a qualified Deputy Clerk IV and if an internal promotion occurs, effectuate the replacement process for the Deputy Clerk III. We are requesting the two part time positions return to their former status of a full time position of Deputy Clerk IV. These two part time positions were once a full time position assigned to Branch 2. The position was split into two part time positions to accommodate the current Branch 2 judge to have a staff he felt comfortable working with and were willing and available. The newly elected judge has expressed a desire for a full time staff to accommodate his court and this department supports having fulltime Deputy Clerk IV's assigned to all branches. Part time positions are not desirable or effective for a Deputy Clerk IV as there are too many justice partners requiring access to the branch throughout the entire week for scheduling, hearings and other necessary contact.

- 1) Do Nothing: **Not desirable.**
- 2) Contract out the service: **Not available.**
- 3) Increase hours of existing employees, hire part-time, lower classification, shared position, etc: **Not an available option, as we are short staff of Deputy Clerk III's. There will be some temporary overtime to cover the court's needs but I am concerned of employee burn out if extended for more than a few months.**
- 4) Filling vacant position as is: **Will not meet the current or future needs of the court.**

FUNDING SOURCE:

County Levy: \$ 9,368.15      Non-County Levy and Funding Source:

**RECOMMENDED MOTION:** Approve creating one full-time Deputy Clerk IV position and eliminate two part-time Deputy Clerk IV positions.

## PUBLIC SAFETY COMMITTEE

**RESULT:** APPROVED AND FORWARDED [UNANIMOUS] Next: 6/27/2019

**MOVER:** T. Winker, Vice-Chairperson

**SECONDER:** G. Wirth, Supervisor District 18

**AYES:** L. Krieg, T. Winker, G. Wirth

**EXCUSED:** R. Nelson, P. Marchese

## FINANCE COMMITTEE

**RESULT:** APPROVED [UNANIMOUS]

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

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

**AYES:** P. Melotik, D. Dohrwardt, T. Richart, L. Herro

**ABSENT:** J. Strom

## Ozaukee County Board

### AGENDA INFORMATION SHEET

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**AGENDA DATE:** July 17, 2019  
**DEPARTMENT:** Administrator  
**DIRECTOR:** Jason Dzwinel  
**PREPARER:** Jason Dzwinel

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#### Agenda Summary Results of 2018 Audit and Popular Annual Financial Report

Below are links to the Comprehensive Annual Financial Report (CAFR) and Popular Annual Financial Report (PAFR) produced by our Finance Department.

The CAFR contains detailed and audited financial statements on Ozaukee County Government for the fiscal year of 2018. The Management Discussion and Analysis letter beginning on page 17 is a high-level summary of the overall financial condition of the county. Many pages of detailed analysis follow the letter.

<https://www.co.ozaukee.wi.us/DocumentCenter/View/12789/2018-Ozaukee-County-CAFR>

For the first time staff is pleased to present the Ozaukee County PAFR. The goal of the PAFR is to provide a similarly high-level overview of county operations in a format that is easy to read and understand. Governmental accounting is unique in its function and presentation, with that understanding the PAFR is a means to communicate our fiscal state for the public who may not be armed with an understanding of a Certified Public Accountant. Based on recent the recent county board surveys it is my hope that this presentation deepens each board member's understanding of our financial condition.

<https://www.co.ozaukee.wi.us/DocumentCenter/View/12810/PAFR---FINAL>