



MINUTES  
FINANCE COMMITTEE  
REGULAR MEETING  
THURSDAY, AUGUST 29, 2019 – 8:30 AM  
ADMINISTRATION CENTER - ROOM A-200  
121 W. MAIN STREET, PORT WASHINGTON, WI 53074

**Draft Minutes Pending Committee Approval**

**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	Excused	
J. Strom	Supervisor District 21	Excused	
L. Herro	Supervisor District 14	Present	

Staff present: County Administrator Dzwinel, Corporation Counsel Gorden, Human Resources Director McDonell, County Treasurer Morrison, Assistant Finance Director Pezanoski, DOA Intern Uselding, Undersheriff Knowles, Investigator Martin, Policy & Budget Analyst Wittek (8:34am), Finance Director McMahon (9:38am), and County Clerk Winkelhorst.

Others present: Stan Knysak and Dan Benson, Ozaukee Press (8:55am).

**2. PROPER NOTICE**

Chairperson Melotik called the meeting to order at 8:31 AM. The clerk noticed the meeting as required.

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

Stan Knysak distributed his written request and addressed the committee requesting to repurchase his property at N5341 Cigrand Drive, Fredonia.

8:34 AM Policy & Budget Analyst Wittek joined the meeting.

**4. APPROVAL OF MINUTES**

a. July 25, 2019

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

FINANCE COMMITTEE	
<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	L. Herro, Supervisor District 14
<b>SECONDER:</b>	D. Dohrwardt, Vice-Chairperson
<b>AYES:</b>	Melotik, Dohrwardt, Herro
<b>EXCUSED:</b>	Richart, Strom

**5. CORPORATION COUNSEL DEPARTMENT REPORT**

a. Corp. Counsel Financial Report

There were no questions.

## 6. ACTION ITEMS

### a. Resolution: Increase of Revenue 2019 - Planning & Parks; Public Health

Motion to approve the increase of revenue resolution amending the budget for the Planning & Parks Department to include funds from the U.S. Fish and Wildlife North American Wetlands Conservation Act Grant Program \$30,000; U.S. Fish and Wildlife Service Coastal Program Grant \$100,000; and for the Public Health Department to include funds from the Wisconsin Department of Natural Resources 2019 Wisconsin Beach Monitoring Program Funds \$16,000. This resolution will move forward to the County Board for final action.

#### FINANCE COMMITTEE

**RESULT:** APPROVED [UNANIMOUS]

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

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

**AYES:** Melotik, Dohrwardt, Herro

**EXCUSED:** Richart, Strom

### b. Partner with the Sheriff's Department to Remodel and Create a Workout Room for All Employees at the Justice Center

Motion to approve funding as outlined in the support documentation for a new employee workout room at the Justice Center.

#### FINANCE COMMITTEE

**RESULT:** APPROVED [UNANIMOUS]

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

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

**AYES:** Melotik, Dohrwardt, Herro

**EXCUSED:** Richart, Strom

### c. Plan for Disposition of Property Acquired by County - Parcel # 04-052-10-01-002, Town of Fredonia

8:55 AM Dan Benson joined the meeting.

Mr. Morrison reviewed the history of the property, payment of taxes and County Ordinance regarding repurchasing of property.

Ms. Gorden's recommendation, when it is a homestead property, is to use an external appraiser.

Mr. Morrison will assure that properties acquired by the County through the foreclosure process are included on the County's insurance policy as soon as property is acquired.

Mr. Knysak is requesting to repurchase this property.

Motion to postpone until September 26 at which time an action item will be included on the agenda for a request to repurchase the property.

## FINANCE COMMITTEE

**RESULT:** POSTPONE [UNANIMOUS]      **Next: 9/26/2019 8:30 AM**  
**MOVER:** L. Herro, Supervisor District 14  
**SECONDER:** D. Dohrwardt, Vice-Chairperson  
**AYES:** Melotik, Dohrwardt, Herro  
**EXCUSED:** Richart, Strom

- d. Plan for Disposition of Property Acquired by County - Parcel # 10-084-0042-000, Village of Grafton

Mr. Morrison reviewed the history of the property, fiscal impact and options for disposition. The current tenant is not the owner and will need to vacate by September 7.

All mail was sent certified restricted and was signed for by the tenant, when the owner should have signed it. Mr. Morrison and Ms. Gorden have tried unsuccessfully to contact the owner. All communications are required to be sent to address on record, there is concern that the owner may not have received the certified correspondence.

9:38 AM Finance Director McMahon joined the meeting. Supervisor Herro excused, quorum temporarily lost.

9:43 AM Supervisor Herro in attendance, quorum reestablished.

Motion to sell property "as is", to use a professional appraiser recommended from a list from a bank, and for staff to proceed with steps to market the property.

## FINANCE COMMITTEE

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

- e. Plan for Disposition of Property Acquired by County - Parcel #10-111-02-02-001, Village of Grafton

Mr. Morrison reviewed the history of the property, fiscal analysis and options for disposition. Taxes were paid by one or more family members and then stopped. All certified mail to the address was returned. The owner is deceased and Guardian ad Litem has tried unsuccessfully to contact potential family. A closure of the estate has not been done.

To the best of his knowledge, the home is vacant. Mr. Morrison has contacted the Village of Grafton regarding the water utility which has been tax rolled every year.

Motion to sell property "as is", to use a professional appraiser recommended from a list from a bank, and for staff to proceed with steps to market the property.

## FINANCE COMMITTEE

**RESULT:** APPROVED [UNANIMOUS]**MOVER:** P. Melotik, Chairperson**SECONDER:** D. Dohrwardt, Vice-Chairperson**AYES:** Melotik, Dohrwardt, Herro**EXCUSED:** Richart, Strom

- f. Plan for Disposition of Property Acquired by County - Parcel # 15-100-03-20-000, City of Mequon

Mr. Morrison reviewed a history of the property and fiscal analysis. This is a land parcel only.

Motion to sell "as is" at a minimum bid of \$1,800.

## FINANCE COMMITTEE

**RESULT:** APPROVED [UNANIMOUS]**MOVER:** P. Melotik, Chairperson**SECONDER:** D. Dohrwardt, Vice-Chairperson**AYES:** Melotik, Dohrwardt, Herro**EXCUSED:** Richart, Strom

- g. Wire Transfers #2946 - #2958 and July 2019 Schedule of Vouchers

Motion to approve wire transfers #2946-#2958 and July 2019 Schedule of Vouchers for \$41,232,466.92.

## FINANCE COMMITTEE

**RESULT:** APPROVED [UNANIMOUS]**MOVER:** L. Herro, Supervisor District 14**SECONDER:** D. Dohrwardt, Vice-Chairperson**AYES:** Melotik, Dohrwardt, Herro**EXCUSED:** Richart, Strom**7. DEPARTMENT REPORTS**

- a. County Clerk

There were no questions.

- b. Finance

Update on sales tax.

- c. Human Resources

Review of written report including Leadership Development Course, Biometric Screening Intervention Program, Teladoc, Newton Software Applicant Tracking System, and County Fair Local Government Night.

- d. Information Technology

Updates on Security Upgrade to County Network, Phone System Upgrade and Radio Project coverage testing.

- e. County Treasurer

Review of written report including cash, interest and penalty revenues, interest earnings, sales tax revenue, delinquent taxes, foreclosures, and Revolving Loan Fund.

**8. NEXT MEETING DATE**

Thursday, September 26, 2019

**9. ADJOURNMENT**

Motion made by Supervisor Dohrwardt, seconded by Supervisor Herro to adjourn. Motion carried. Meeting adjourned at 10:28 AM.

*Julianne B. Winkelhorst, County Clerk*