



MINUTES
FINANCE COMMITTEE
REGULAR MEETING
FRIDAY, JANUARY 26, 2024 – 8:00 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	Present	
D. Larson	Vice-Chairperson	Present	
T. Winker	Supervisor District 1	Present	
E. Stelter	Supervisor District 18	Present	
J. Hagen	Supervisor District 13	Present	

Staff present: County Administrator Dzwinel, Corporation Counsel Gorden, County Treasurer Tretow, Deputy Treasurer Morano, Human Resources Director McDonell (8:01 AM), Finance Director McMahon (8:02 AM), Deputy County Clerk Rhines, and County Clerk Niemuth.

Others present: Dan Benson - Ozaukee Press

2. PROPER NOTICE

Chairperson Melotik called the meeting to order at 8:00 AM. The clerk noticed the meeting as required.

3. PUBLIC COMMENTS/CORRESPONDENCE/COMMUNICATIONS

There were none.

4. APPROVAL OF MINUTES

- a. November 17, 2023 & January 3, 2024

Motion to approve the November 17, 2023 and January 3, 2024 minutes as submitted.

FINANCE COMMITTEE

RESULT: APPROVED [UNANIMOUS]

MOVER: E. Stelter, Supervisor District 18

SECONDER: T. Winker, Supervisor District 1

AYES: Melotik, Larson, Winker, Stelter, Hagen

5. CORPORATION COUNSEL DEPARTMENT REPORT

- a. Corp. Counsel Finance Report

Ms. Gorden reported the successful defense of a Chapter 51 appeal. Questions and discussion followed regarding civil commitments.

8:01 AM Human Resources Director McDonell joined the meeting.

8:02 AM Finance Director McMahon joined the meeting.

6. ACTION ITEMS

a. Increase of Revenue 2023 - Planning & Parks; Public Health

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 Lake Monitoring Protection Network grant-\$11,446; Wisconsin Energies Foundation grant-\$5,000; and for the Public Health Department to include funds from the State of Wisconsin Department of Health Services Division of Care and Treatment Services (DCTS) State Opioid Response Grant-\$10,000. This resolution will move forward to the County Board for final action.

FINANCE COMMITTEE

RESULT: **APPROVED [UNANIMOUS]**

MOVER: D. Larson, Vice-Chairperson

SECONDER: E. Stelter, Supervisor District 18

AYES: Melotik, Larson, Winker, Stelter, Hagen

b. Transfer of Funds 2023 - Jail Boarding Reserve Fund to Capital Fund for the Justice Center Training and Storage Building

Motion to approve the resolution for the transfer of \$285,687 from the Jail Boarding Reserve Fund to Capital Fund for the Justice Center Training and Storage Building. This resolution will move forward to the County Board for final action.

FINANCE COMMITTEE

RESULT: **APPROVED [UNANIMOUS]**

MOVER: D. Larson, Vice-Chairperson

SECONDER: T. Winker, Supervisor District 1

AYES: Melotik, Larson, Winker, Stelter, Hagen

c. Establishing the 2025-2028 Salaries for the Offices of the County Clerk, County Treasurer, and Register of Deeds

Mr. McDonell explained how, historically, the recommended wage increase is the average increase for non-represented management positions for the preceding four years. Comparable communities were also reviewed. There is no wage compression issue between the elected official and their chief management position.

Motion to approve establishing the salaries for the office of County Clerk, County Treasurer and Register of Deeds at a 2.75% increase for 2025, 2026, 2027, and 2028. This resolution will move forward to the County Board for final action.

FINANCE COMMITTEE

RESULT: **APPROVED [UNANIMOUS]**

MOVER: T. Winker, Supervisor District 1

SECONDER: E. Stelter, Supervisor District 18

AYES: Melotik, Larson, Winker, Stelter, Hagen

d. Report of County Board/Citizen Attendance and Mileage

Motion to approve the report for the County Board and Citizen members attendance and mileage for July 1-December 31, 2023. The report will move forward to the County Board for final action.

FINANCE COMMITTEE

RESULT: **APPROVED AND FORWARDED [UNANIMOUS]** **Next:**
 2/7/2024 9:00 AM

MOVER: D. Larson, Vice-Chairperson

SECONDER: E. Stelter, Supervisor District 18

AYES: Melotik, Larson, Winker, Stelter, Hagen

e. Wire Transfers #3927 - #3951 and December Schedule of Vouchers

Motion to approve wire transfers #3927-#3951 and December 2023 Schedule of Vouchers for a total amount of \$6,239,065.12.

FINANCE COMMITTEE

RESULT: **APPROVED [UNANIMOUS]**

MOVER: E. Stelter, Supervisor District 18

SECONDER: D. Larson, Vice-Chairperson

AYES: Melotik, Larson, Winker, Stelter, Hagen

7. DEPARTMENT REPORTS

a. County Clerk

There were no questions.

b. Finance

Updates on the annual preliminary financial audit and sales tax.

c. Human Resources

Update on the project fund program. Data on the 2023 wellness program will be available in February 2024.

d. Information Technology

Update on migration to MicroSoft 365.

e. Treasurer

Update on tax collection.

8. NEXT MEETING DATE

February 29, 2024

9. ADJOURNMENT

Motion made by Supervisor Winker, seconded by Supervisor Stelter to adjourn. Motion carried. Meeting adjourned at 8:46 AM.

Karen J. Niemuth, County Clerk