



MINUTES
FINANCE COMMITTEE
REGULAR MEETING
THURSDAY, MARCH 27, 2025 – 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
E. Stelter	Chairperson	Present	
D. Larson	Vice-Chairperson	Present	
T. Richart	Supervisor District 12	Present	
D. Clark	Supervisor District 5	Present	
J. Arnett	Supervisor District 17	Present	

Staff Present: County Administrator Dzwinel, Corporation Counsel Gorden, County Treasurer Tretow, Human Resources Director McDonell (8:02 AM), Finance Director McMahon, Assistant Finance Director Pezanoski (8:05 AM), and County Clerk Kretlow.

2. PROPER NOTICE

Chairperson Stelter 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. February 27, 2025

Motion to approve the February 27, 2025 minutes as submitted

FINANCE COMMITTEE

RESULT: **APPROVED [UNANIMOUS]**

MOVER: D. Clark, Supervisor District 5

SECONDER: D. Larson, Vice-Chairperson

AYES: Stelter, Larson, Richart, Clark, Arnett

5. CORPORATION COUNSEL DEPARTMENT REPORT

a. Corp. Counsel Finance Report March 2025 Mtg.

The Wisconsin Supreme Court has initiated a committee to review Chapter 51 of the Wisconsin Statutes. Ms. Gorden has been selected for the committee.

Questions and discussions on Wisconsin Statute Chapter 51.

6. ACTION ITEMS

a. Resolution: Transfer 50% of 2024 General Fund Surplus to Capital Project Fund

Motion to approve the resolution for the transfer of \$700,000 which is 50% of the 2024 General Fund Surplus to Capital Projects Fund. This resolution will move forward to the County Board for final action.

FINANCE COMMITTEE**RESULT: APPROVED [UNANIMOUS]****MOVER:** E. Stelter, Chairperson**SECONDER:** T. Richart, Supervisor District 12**AYES:** Stelter, Larson, Richart, Clark, Arnett**b. Resolution: Increase of Revenue - Planning and Parks 2025**

Motion to approve the increase of revenue resolution amending the budget for the Planning and Parks Department to include funds from the Wisconsin Department of Natural Resources Surface Water Management - Surface Water Restoration grant for resiliency, fish passage and habitat restoration activities on Mineral Springs Creek in the City of Port Washington. This resolution will move forward to the County Board for final action.

FINANCE COMMITTEE**RESULT: APPROVED [UNANIMOUS]****MOVER:** D. Larson, Vice-Chairperson**SECONDER:** J. Arnett, Supervisor District 17**AYES:** Stelter, Larson, Richart, Clark, Arnett**c. Wire Transfers #4259 - #4285 and February Vouchers**

Motion to approve wire transfers #4259 - #4285 and February 2025 Schedule of Vouchers for a total amount of \$8,825,316.67.

FINANCE COMMITTEE**RESULT: APPROVED [UNANIMOUS]****MOVER:** J. Arnett, Supervisor District 17**SECONDER:** D. Clark, Supervisor District 5**AYES:** Stelter, Larson, Richart, Clark, Arnett**7. DISCUSSION ITEMS**

There were none.

8. DEPARTMENT REPORTS**a. County Clerk**

Questions and discussion on Supervisor mileage and annual report.

b. Finance

Update on sales tax revenue and financials.

c. Human Resources

Workers Compensation Program is implementing an orthopedic injury program.

ERP consultant has gathered information and is now preparing a request for quote. Questions and discussions on the RFP and timeline.

Update on employee engagement survey follow-up.

d. **Information Technology**

Website refresh launched March 26, 2025.

e. **County Treasurer**

Update on payroll, foreclosures, staff cross training, and ACT 235. Annual Report included in the packet.

Discussion and questions on accounts.

8:46 AM Supervisor Larson excused.

9. NEXT MEETING DATE

April 24, 2025

Discussion to identify a new day and time beginning in May. County Clerk Kretlow will put forth a recommendation at the April meeting.

10. ADJOURNMENT

Motion made by Supervisor Clark, seconded by Supervisor Arnett to adjourn. Motion carried. Meeting adjourned at 8:54 AM.

Kellie R. Kretlow, County Clerk