



FINANCE COMMITTEE

MEETING MINUTES
REGULAR MEETING
NOVEMBER 21, 2025

1. CALL TO ORDER

A regular meeting of the Finance Committee was held in room A-200 at the Administration Center.

Present	Supervisor Eric Stelter, Supervisor David Larson, Supervisor Tom Richart, Supervisor Jack Arnett
Absent	None
Excused	Supervisor Don Clark

Staff present: County Administrator Dzwinel, Corporation Counsel Gorden, Treasurer Tretow, Finance Director McMahon, Human Resources Director McDonell, Deputy County Clerk Reedy and County Clerk Kretlow.

Others present: Dan Benson - Ozaukee Press

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

October 22, 2025

Motion:	Motion to approve the October 22, 2025 minutes as submitted.
Result:	Passed
Moved by:	Jack Arnett
Seconded by:	Dave Larson
Ayes:	Eric Stelter, David Larson, Tom Richart, Jack Arnett
Nays:	None
Abstain:	None

5. CORPORATION COUNSEL DEPARTMENT REPORT

- a. Corporation Counsel Finance Report - Nov. 2025 Meeting

There were no questions.

6. ACTION ITEMS

- a. Plan for Disposition of Property Acquired by County, Parcel# 14-083-03-11-000, Residential lot with improvement, 4129W Scenic Avenue, City of Mequon

Ms. Tretow provided background details on the foreclosure and answered questions.

Motion:	Motion to sell "as is" through a sealed bid at a minimum bid of \$200,000.
Result:	Passed
Moved by:	Eric Stelter
Seconded by:	Dave Larson
Ayes:	Eric Stelter, David Larson, Tom Richart, Jack Arnett
Nays:	None
Abstain:	None

- b. Request to Repurchase Property Acquired by the County, Parcel# 10-111-02-02-001, Residential lot with improvement, 1739 11th Avenue, Village of Grafton

Discussion with the family member and Ms. Tretow on the requirements and responsibility regarding payment needed for the family member to avoid foreclosure by the County.

Motion:	Motion to repurchase the property for \$17,000 today with a cashier's check, plus a balance of \$4,000 due by the Monday after Thanksgiving, December 2 along with the cost of utilities, interest and penalties.
Result:	Passed
Moved by:	Jack Arnett
Seconded by:	Tom Richart
Ayes:	Eric Stelter, David Larson, Tom Richart, Jack Arnett
Nays:	None
Abstain:	None

- c. Plan for Disposition of Property, acquired by the County, Parcel# 10-111-02-02-001, Residential lot with improvement, 1739 11th Avenue, Village of Grafton

No action taken.

- d. Plan for Disposition of Property Acquired by County, Parcel# 13-051-01-14-004, Vacant Land (contaminated parcel), N37 W5537 Burr Lane, City of Cedarburg

Ms. Gorden provided details and answered questions.

Motion:	Motion to sell "as is" through a sealed bid at a minimum bid of \$20,000.
Result:	Passed
Moved by:	David Larson
Seconded by:	Jack Arnett
Ayes:	Eric Stelter, David Larson, Tom Richart, Jack Arnett
Nays:	None
Abstain:	None

- e. Plan for Disposition of Property Acquired by County, Parcel# 04-009-01-001.00, Site Address: 1176484 N 33 FT NE NE EXC CSM#3419 SEC 9 T12 R 21 0.437 ACRES, Town of Fredonia – Vacant Land

Ms. Tretow provided background on this property, which is a road right of way, and answered questions.

Motion:	Motion to table until counsel has time to review right of way and property.
Result:	Passed
Moved by:	David Larson

Seconded by:	Eric Stelter
Ayes:	Eric Stelter, David Larson, Tom Richart, Jack Arnett
Nays:	None
Abstain:	None

- f. Resolution: Foreclosure of Grafton Contaminated Property

Ms. Gorden provided background and answered questions.

Motion:	Motion to approve the resolution authorizing corporation counsel to proceed to in rem judgment for tax foreclosure of contaminated property and transfer title to the Village of Grafton. This resolution will move forward to the County Board for final action.
Result:	Passed
Moved by:	Eric Stelter
Seconded by:	Dave Larson
Ayes:	Eric Stelter, David Larson, Tom Richart, Jack Arnett
Nays:	None
Abstain:	None

- g. Resolution: Cancellation of Outstanding Orders

Motion:	Motion to approve the resolution for the cancellation of 2023 outstanding orders. This resolution will move forward to the County Board for final action.
Result:	Passed
Moved by:	Jack Arnett
Seconded by:	Tom Richart
Ayes:	Eric Stelter, David Larson, Tom Richart, Jack Arnett
Nays:	None
Abstain:	None

- h. Resolution: Increase of Revenue 2025 — Planning and Parks

Motion:	Motion to approve the increase of revenue resolution amending the budget for the Planning and Parks Department to include funds from the Funds for Lake Michigan Grant for Mineral Springs Creek - \$80,000 and the Wisconsin Department of Natural Resources Knowles-Nelson Stewardship Local Assistance Program for Clay Bluffs Cedar Gorge Nature Preserve -\$249,999. This resolution will move forward to the County Board for final action.
Result:	Passed
Moved by:	Tom Richart
Seconded by:	Jack Arnett
Ayes:	Eric Stelter, David Larson, Tom Richart, Jack Arnett
Nays:	None
Abstain:	None

- i. Resolution: Repeal and Replacement of Chapter 4 - Personnel Policies and Procedures Manual and Repeal of the Employee Handbook for Employees Previously Covered Under a Collective Bargaining Agreement

Mr. McDonell highlighted the changes and County Mutual Insurance Company's legal review of the policy. Supervisor Richart was concerned regarding the regulation of the pay plan, unsatisfactory performance affecting cost of living pay and not the step increase in pay.

Motion:	Motion to approve the resolution to repeal and replace Chapter 4 of the County's Policy and Procedure Manual and repeal the Employee Handbook for Employees Previously Covered Under a Collective Bargaining Agreement. This resolution will move forward to the County Board for final action.
Result:	Passed
Moved by:	David Larson
Seconded by:	Eric Stelter
Ayes:	Eric Stelter, David Larson, Tom Richart, Jack Arnett
Nays:	None
Abstain:	None

- j. Resolution: Wisconsin Counties Association & National Association of Counties 2026 Membership Dues

Motion:	Motion to approve the resolution to submit payment for 2026 WCA and NACO dues. This resolution will move forward to the County Board for final action.
Result:	Passed
Moved by:	Eric Stelter
Seconded by:	Tom Richart
Ayes:	Eric Stelter, David Larson, Tom Richart, Jack Arnett
Nays:	None
Abstain:	None

- k. Wire Transfers #4437 - #4458 and October Vouchers

Discussion on the policy of this committee approving the wire transfers and vouchers after the fact of payment. The committee members are in agreement that the committee should be reviewing the payments but as a discussion item. This should be an item for review in January.

Motion:	Motion to approve wire transfers #4437 - #4458 and October 2025 Schedule of Vouchers for a total amount of \$6,129.735.90.
Result:	Passed
Moved by:	Jack Arnett
Seconded by:	Eric Stelter
Ayes:	Eric Stelter, Dave Larson, Jack Arnett
Nays:	Tom Richart
Abstain:	None

7. DEPARTMENT REPORTS

- a. County Clerk

Conducted a municipal clerk meeting to discuss the 2026 elections and follow-up to the Wisconsin Election Commission conference.

- b. Finance

Update on sales tax, intergovernment revenues and ERP software.

- c. Human Resources

Update of health insurance open enrollment, holiday party and upcoming employee survey.

- d. Information Technology

Update on radio services and staffing.

e. County Treasurer

Update on tax bills and new credit card company.

8. NEXT MEETING DATE

December 19, 2025 (Friday)

9. ADJOURNMENT

Motion made by Supervisor Arnett, seconded by Supervisor Richart to adjourn. Motion carried. Meeting adjourned at 9:30 AM.

Kellie Kretlow
County Clerk