



MINUTES
FINANCE COMMITTEE
REGULAR MEETING
THURSDAY, FEBRUARY 23, 2023 – 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	Late	8:14 AM
T. Winker	Supervisor District 1	Excused	
E. Stelter	Supervisor District 18	Present	
J. Hagen	Supervisor District 13	Present	

Staff present: County Administrator Dzwinel, Corporation Counsel Gorden, Human Resources Director McDonell, County Treasurer Tretow, Deputy Treasurer Morano, Assistant Finance Director Pezanoski, Deputy County Clerk Niemuth, and Deputy County Clerk Quaas.

2. PROPER NOTICE

Chairperson Melotik called the meeting to order at 8:01 AM. The clerk noticed the meeting as required.

3. PUBLIC COMMENTS/CORRESPONDENCE/COMMUNICATIONS

There were none.

4. APPROVAL OF MINUTES

a. January 26, 2023

Motion to approve the January 26, 2023 minutes as submitted.

FINANCE COMMITTEE	
RESULT:	APPROVED [UNANIMOUS]
MOVER:	E. Stelter, Supervisor District 18
SECONDER:	J. Hagen, Supervisor District 13
AYES:	Melotik, Stelter, Hagen
ABSENT:	Larson
EXCUSED:	Winker

5. CORPORATION COUNSEL DEPARTMENT REPORT

a. Corporation Counsel Financial Report

Questions on 2022 revenues received in January, fringe benefits, and end of year financial reports.

6. ACTION ITEMS

a. Corporation Counsel's Write-Offs January-December 2022

Motion to approve the write-offs for 2022 totaling \$24,515.74.

FINANCE COMMITTEE

RESULT: APPROVED [UNANIMOUS]**MOVER:** E. Stelter, Supervisor District 18**SECONDER:** J. Hagen, Supervisor District 13**AYES:** Melotik, Stelter, Hagen**ABSENT:** Larson**EXCUSED:** Winker

b. Resolution: Increase of Revenue 2023 - Planning & Parks; Sheriff

Motion to approve the increase of revenue resolution amending the budget for the Planning & Parks Department to include funds from the U.S. Forest Service Great Lakes Restoration Initiative - Cooperative Weed Management Areas grant program through the Southeastern Wisconsin Invasive Species Consortium, Inc. and Ulao Creek Partnership for Invasive Species Management in Ulao Creek Nature Preserve County Park of \$17,264; and for the Sheriff's Department to include funds from the State of Wisconsin Public Safety Answering Point (PSAP) Grant Program of \$132,416. This resolution will move forward to the County Board for final action.

8:14 AM Supervisor Larson in attendance.

FINANCE COMMITTEE

RESULT: APPROVED [UNANIMOUS]**MOVER:** E. Stelter, Supervisor District 18**SECONDER:** J. Hagen, Supervisor District 13**AYES:** Melotik, Larson, Stelter, Hagen**EXCUSED:** Winker

c. Resolution: Transfer of Funds 2023 - Transfer from Emergency Medical Services Grant for ProPhoenix Records Management and Wireless Device Management Software

Mr. Dzwinel provided a background on the management software and how it functions, connectivity, and how it will improve response time.

Motion to approve the resolution for the transfer of \$225,000 from the Countywide EMS Grant for the ProPhoenix Records Management and Wireless Device Management Software. This resolution will move forward to the County Board for final action.

FINANCE COMMITTEE

RESULT: APPROVED [UNANIMOUS]**MOVER:** E. Stelter, Supervisor District 18**SECONDER:** J. Hagen, Supervisor District 13**AYES:** Melotik, Larson, Stelter, Hagen**EXCUSED:** Winker

d. Resolution: Supplemental Appropriation 2023 - Transit-Shared Ride Taxi

Motion to approve the Supplemental Appropriation Budget Amendment to purchase all 2022 and 2023 planned vehicle fleet replacements. 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, Stelter, Hagen

EXCUSED: Winker

e. Resolution: Carryover of 2022 Funds

Motion to approve the carryover of 2021 funds resolution amending the budget for Planning & Parks - \$104,500, Land & Water Management - \$26,842 and Facilities Management - Admin Center - \$44,900. 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, Stelter, Hagen

EXCUSED: Winker

f. Wire Transfers #3676 - #3693 and January 2023 Schedule of Vouchers

Motion to approve Wire Transfers #3676 - #3693 and January 2022 Schedule of Vouchers for a total amount of \$6,458,434.66.

FINANCE COMMITTEE

RESULT: APPROVED [UNANIMOUS]

MOVER: E. Stelter, Supervisor District 18

SECONDER: D. Larson, Vice-Chairperson

AYES: Melotik, Larson, Stelter, Hagen

EXCUSED: Winker

7. DEPARTMENT REPORTS

a. County Clerk

Deputy County Clerk Quaas informed the committee that the new voting system for the County Board room will be implemented March 1.

b. Finance

Assistant Finance Director Pezanoski reported that they have taken additional delivery of several enterprise fleet vehicles, and that the County collected \$1.2 million in sales tax for the month of December 2022. Questions on sales tax reporting.

c. Human Resources

Update on recruitment for the Lasata Campus administrator position, leadership development courses, wage study job descriptions, appeals process, employee engagement survey, possible revision to the vacation accrual schedule. Questions on Lasata Campus staffing and remote work.

- d. Information Technology
 - Question on telephone expense reporting.
- e. County Treasurer
 - Discussion on staffing.

8. NEXT MEETING DATE

March 23, 2023

9. ADJOURNMENT

Motion made by Supervisor Stelter, seconded by Supervisor Larson to adjourn. Motion carried. Meeting adjourned at 9:03 AM.

Tyler Quaas, Deputy County Clerk