



MINUTES
FINANCE COMMITTEE
REGULAR MEETING
THURSDAY, JUNE 24, 2021 – 8:30 AM
ADMINISTRATION CENTER - AUDITORIUM
121 W MAIN STREET, PORT WASHINGTON, WI 53074

1. CALL TO ORDER

A regular meeting of the Finance Committee was held in the auditorium at the Administration Center.

Attendee Name	Title	Status	Arrived
P. Melotik	Chairperson	Present	
T. Richart	Vice-Chairperson	Present	
D. Larson	Supervisor District 8	Excused	
J. Strom	Supervisor District 21	Excused	
T. Winker	Supervisor District 1	Present	

Staff present: County Administrator Dzwinel, Finance Director McMahon, Assistant Finance Director Pezanoski, County Treasurer Morrison and County Clerk Winkelhorst.

Staff present remotely: Corporation Counsel Gorden, Human Resources Director McDonell and Planning & Parks Director Struck (8:38am).

Others present: Krisztina Dommer - KerberRose Certified Public Accountants.

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

There were none.

4. APPROVAL OF MINUTES

a. May 27, 2021

Motion to approve the May 27, 2021 minutes as submitted.

FINANCE COMMITTEE	
RESULT:	APPROVED [UNANIMOUS]
MOVER:	T. Winker, Supervisor District 1
SECONDER:	T. Richart, Vice-Chairperson
AYES:	Melotik, Richart, Winker
EXCUSED:	Larson, Strom

5. CORPORATION COUNSEL DEPARTMENT REPORT

a. Corporation Counsel Financial Report

There were no questions.

6. ACTION ITEMS

a. Corporation Counsel's Write-Offs January - December 2020

Motion to approve the write-offs for January-December 2020 for the amount of

\$47,653.65.

FINANCE COMMITTEE

RESULT: APPROVED [UNANIMOUS]
MOVER: T. Richart, Vice-Chairperson
SECONDER: T. Winker, Supervisor District 1
AYES: Melotik, Richart, Winker
EXCUSED: Larson, Strom

b. Resolution: Increase of Revenue 2021 - Planning & Parks

FINANCE COMMITTEE

RESULT: APPROVED [UNANIMOUS]
MOVER: T. Winker, Supervisor District 1
SECONDER: T. Richart, Vice-Chairperson
AYES: Melotik, Richart, Winker
EXCUSED: Larson, Strom

c. Plan for Disposition of Property Acquired by County - Parcel # 10-075-03-07-002, 1103 Cedar St., Village of Grafton

Mr. Morrison reviewed the history of the property, fiscal analysis, and contacts with the owner. The owner has taken no proactive action and Mr. Morrison has been unable to make further contact. All communication that was sent by certified mail has been returned.

Mr. Morrison showed pictures of the home's interior. Discussion on water damage, expenses and foreclosure selling process.

Motion to list the property for sale "as-is", by the County Treasurer for the Finance Committee, through a sealed bid for a minimum bid of \$177,500.

FINANCE COMMITTEE

RESULT: APPROVED [UNANIMOUS]
MOVER: T. Winker, Supervisor District 1
SECONDER: T. Richart, Vice-Chairperson
AYES: Melotik, Richart, Winker
EXCUSED: Larson, Strom

d. Plan for Disposition of Property Acquired by County - Parcel # 16-122-01-11-001, City of Port Washington

Mr. Morrison explained that the parcel of land was donated to Habitat for Humanity to build a home. When the final Certified Survey Map (CSM) was sent to the Register of Deeds Office, the property was recorded per the measurements that were submitted which left this small parcel.

Discussion on notifying adjacent property owners and expenses incurred.

Motion to list the property for sale "as-is", by the County Treasurer for the Finance Committee, through a sealed bid for a minimum bid of \$600.

FINANCE COMMITTEE

RESULT: APPROVED [UNANIMOUS]
MOVER: T. Richart, Vice-Chairperson
SECONDER: T. Winker, Supervisor District 1
AYES: Melotik, Richart, Winker
EXCUSED: Larson, Strom

- e. Plan for Disposition of Property Acquired by County - Parcel # 16-132-03-00-099, City of Port Washington

Motion to list the property for sale "as-is", by the County Treasurer for the Finance Committee, through a sealed bid for a minimum bid of \$1,200.

FINANCE COMMITTEE

RESULT: APPROVED [UNANIMOUS]
MOVER: T. Winker, Supervisor District 1
SECONDER: T. Richart, Vice-Chairperson
AYES: Melotik, Richart, Winker
EXCUSED: Larson, Strom

- f. Plan for Disposition of Property Acquired by County - Parcel # 15-114-02-09-000, City of Mequon

Mr. Morrison reviewed the history of the parcel and fiscal analysis. The owner is deceased with no next of kin.

Motion to list the property for sale "as-is", by the County Treasurer for the Finance Committee, through a sealed bid for a minimum bid of \$191,000.

FINANCE COMMITTEE

RESULT: APPROVED [UNANIMOUS]
MOVER: T. Richart, Vice-Chairperson
SECONDER: T. Winker, Supervisor District 1
AYES: Melotik, Richart, Winker
EXCUSED: Larson, Strom

- g. Wire Transfers #3292 - #3308 & May 2021 Schedule of Vouchers

Motion to approve wire transfers #3292-#3308 and May 2021 Schedule of Vouchers for a total amount of \$14,065,548.64.

FINANCE COMMITTEE

RESULT: APPROVED [UNANIMOUS]
MOVER: T. Winker, Supervisor District 1
SECONDER: T. Richart, Vice-Chairperson
AYES: Melotik, Richart, Winker
EXCUSED: Larson, Strom

7. DISCUSSION ITEMS

a. Review of 2020 Audit Report - KerberRose Certified Public Accountants

Ms. Dommer conducted a PowerPoint presentation which included Summary of Audit Results; Congratulations extended to the County on receiving the Certificate of Achievement for Excellence in Financial Reporting for year ending December 31, 2019; Fund Balance Policy; Business-Type Activities; Debt Service; Upcoming Standards; Single Audit; and Fraud Risk and Mitigation - Board Level.

Questions and discussion on spending of the American Rescue Plan Funding.

8. DEPARTMENT REPORTS

a. County Clerk

There were no questions.

b. Finance

Update and discussion on sales tax collections.

c. Human Resources

Update on wellness initiatives.

d. Information Technology

Update on radio distribution.

e. County Treasurer

Update on Revolving Loan Fund balance; Land Records System; staffing; and department website.

9. NEXT MEETING DATE

Thursday, July 29, 2021

10. ADJOURNMENT

Motion made by Supervisor Winker, seconded by Supervisor Richart to adjourn. Motion carried. Meeting adjourned at 10:20 AM.

Julianne B. Winkelhorst, County Clerk