



# COLUMBIA COUNTY

Accounting Office

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## COLUMBIA COUNTY FINANCE COMMITTEE MINUTES JULY 12, 2023

MEMBERS PRESENT: Supervisors Darren W. Schroeder, Denise Brusveen, Keith F. Miller, and Douglas Richmond

ALSO PRESENT: County Board Chair Chris Polzer, Joseph Ruf III, Shonna Neary, Sarah Parker, Sheriff Brandner, Madeleine Groenier, Kurt Calkins, Heather Gove, Chris Hardy, Jason Willemarck, Greg Kaminski, Greg Bisch, and John Grams

The meeting was called to order at 8:00 a.m. and was properly noticed and published.

MOTION: On motion by Miller, second by Richmond, the agenda was approved.

### MINUTES

MOTION: On motion by Brusveen, second by Miller, the minutes from the June 14, 2023 Finance Committee meeting were approved.

### PUBLIC INPUT

The Committee introduced the new Land Information Director John Grams.

### VOUCHERS

MOTION: On motion by Brusveen, second by Richmond, monthly expenditures for June 9, 2023 through July 6, 2023 for the Treasurer's Office for a total of \$4,448.78 and the Accounting Department for a total of \$21,242.44 were approved.

Total Treasurer/Accounting: \$25,691.22

MOTION: On motion by Richmond, second by Miller, the monthly disbursement journal (all departments) from June 9, 2023 through July 6, 2023 was approved for a total of \$3,084,837.91.

MOTION: On motion by Brusveen, second by Miller, County Board Payroll for June 2023 paid in July 2023 was approved for a total of \$9,854.68.

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\*SHERIFF – DISPATCHER COMPENSATION REVIEW

\*SHERIFF – SERGEANT-SUPERVISORY REORGANIZATION AND COMPENSATION REVIEW

CLOSED SESSION

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MOTION: On motion by Miller, second by Brusveen, the committee went into closed session at 8:06 a.m. pursuant to sec. 19.85(1)(c), Wis. Stats., "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility." [\*Dispatcher Compensation Review; Sergeant – Supervisory Reorganization and Compensation Review].

Roll Call Vote: Ayes: 4, as follows: Schroeder, Brusveen, Miller and Richmond  
Noes: 0

Polzer, Ruf, Brandner, Bisch, Neary, and Parker were present in closed session.

OPEN SESSION

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MOTION: On motion by Miller, second by Brusveen and unanimous committee approval, the meeting reconvened in open session at 8:28 a.m.

MOTION: On motion by Miller, second by Brusveen, the Committee approved reclassing Dispatchers from Grade H to Grade I.

MOTION: On motion by Miller, second by Brusveen, the Committee approved reclassing a Deputy to Sergeant.

MEDICAL EXAMINER – ON-CALL PAY

Medical Examiner Madeleine Groenier is requesting to add on call/call in pay for non-per diem employees. Funds are available from per diem staff vacancies.

MOTION: On motion by Miller, second by Richmond, the Committee approved the request for on call/call in pay for non-per diem employees.

MEDICAL EXAMINER – RESOLUTION-ON-CALL PAY FOR MANAGERIAL EMPLOYEES

The Personnel Manual for Management will be updated for the on call/call in pay for the Medical Examiner. The 2023 estimated cost of \$2,660 is available in the Medical Examiner's Office budget. The 2024 estimated cost of \$5,330 will be included in the 2024 budget.

MOTION: On motion by Miller, second by Richmond, the Committee approved the Resolution - Amend Personnel Manual for Management Special Provisions for Medical Examiner's Office.

LAND & WATER CONSERVATION – EXTEND LTE HOURS FOR 2023

Land & Water Director Kurt Calkins is requesting to increase the 2023 LTE position from 480 hours to 600. The Department has funds available due to a vacant position.

MOTION: On motion by Brusveen, second by Miller, the Committee approved increasing the 2023 LTE position from 480 hours to 600.

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HEALTH & HUMAN SERVICES – LINE ITEM TRANSFER

Health & Human Services Director Heather Gove is requesting to transfer funds to replace a broken chair and purchase necessary supplies through year-end. Public Health has been able to utilize grant funding to purchase medical supplies.

MOTION: On motion by Richmond, second by Miller, the Committee approved transferring \$700 from the Medical Supplies Account to the Office Supplies Account to cover the cost of a chair and supplies.

HIGHWAY – SOLE SOURCE APPROVAL

Highway Commissioner Chris Hardy explained the single axle patrol truck was having problems with the emission system and needed to have the dealer look at it.

MOTION: On motion by Miller, second by Richmond, the Committee approved the Sole Source Request for \$16,000 to repair the emission system issue.

FACILITIES MANAGEMENT – CHANGE IN OUTLAY REQUEST

Facilities Management Director Jason Willemarck explained the Jail parking lot black topping bid came in higher than the original capital outlay request. The seal coat bids came in under budget.

MOTION: On motion by Brusveen, second by Miller, the Committee approved the Change in Outlay of \$9,858 from the Administration Building Seal Coat and Stripe to the Jail Parking Lot Replacement to cover the shortfall.

FACILITIES MANAGEMENT – LINE ITEM TRANSFER

Willemarck is requesting to transfer \$3,780 from the jail maintenance capital outlay circulating pumps to the Law Enforcement Center equipment maintenance to cover the emergency repair cost of the generator control board.

MOTION: On motion by Richmond, second by Miller, the Committee approved the request to transfer \$3,780 from the Jail/Huber Capital Outlay Account to the LEC Equipment Maintenance Account to cover the cost of the repair.

SOLID WASTE - UPDATE

Comptroller Shonna Neary and Solid Waste Director Greg Kaminski presented updated 2023 financial estimates.

LINE ITEM TRANSFERS/CHANGE IN OUTLAY

No additional line item transfers/change in outlay were discussed.

AMERICAN RESCUE PLAN ACT OF 2021

Neary reviewed the ARPA summary. The Solid Waste-Consulting Services and MIS-Election Servers will be going to the July 13, 2023 Executive Committee for approval. Neary also explained that the Premium Pay will have to be called Retention Pay as of April 10, 2023.

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REVIEW OF COUNTY FINANCES

Neary gave an overview on the County financials, 2023 budget changes, personnel reclassifications and changes, notable issues, Accounting Department initiatives/projects, and long-term capital planning.

State shared revenue changes, expected expenditures, and reserves for the 2024 budget were discussed. Department year end balances were reviewed, as well as reserve uses.

Supervisor Doug Richmond left the meeting at 9:30 a.m.

The Cost of Living Adjustment recommendation will be decided at the August 4, 2023 Human Resources Committee meeting.

ADJOURNMENT

MOTION: On motion by Miller, second by Brusveen, the meeting was adjourned at 10:06 a.m.

Next Meeting: August 9, 2023

Respectfully Submitted:

  
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Denise Brusveen, Finance Committee Secretary

  
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Sarah Parker, Recording Secretary

CC: Finance Committee  
County Board Chair

Joseph Ruf III  
Susan M. Moll

Shonna Neary  
Internet