



COLUMBIA COUNTY

Accounting Office

608-742-9645
FAX: 608-742-9846
Email: accounting@co.columbia.wi.us
Website: www.co.columbia.wi.us

400 DeWitt Street
P.O. Box 473
Portage, WI 53901

COLUMBIA COUNTY FINANCE COMMITTEE MINUTES MAY 9, 2013

PRESENT: Chair John Tramburg, Supervisors Barry Pufahl, Harlan Baumgartner, Robert R. Westby, and Vern Gove

ALSO PRESENT: County Board Chair Andy Ross, Lois Schepp, Deborah Raimer, Tom Lorfeld, Joseph Ruf III, Shonna Neary, and Lyn Jerde (PDR).

The meeting was called to order at 9:00 a.m. The meeting was properly noticed and published.

MOTION: On motion by Pufahl, second by Westby, the agenda was approved as printed.

MINUTES

MOTION: On motion by Baumgartner, second by Gove, the minutes of the April 11, 2013 Finance Committee meeting were approved.

VOUCHERS

Shonna Neary joined the meeting to review monthly expenditures.

MOTION: On motion by Westby, second by Pufahl, monthly expenditures for the Accounting Department (\$11,380.97) and the Treasurer's Office (\$979.91) for April 10, 2013 – May 7, 2013 were approved for a total of \$12,360.88.

MOTION: On motion by Baumgartner, second by Pufahl, the Disbursement Journal (for all departments) for April 10, 2013 – May 7, 2013 was approved for a total of \$2,318,672.45.

MOTION: On motion by Gove, second by Westby, County Board Payroll for April meetings paid in May was approved for a total of \$5,561.00.

APPROVE CHANGE IN CAPITAL OUTLAY

Highway Commissioner Tom Lorfeld joined the meeting and explained the change in outlay requests for his department.

APPROVE CHANGE IN CAPITAL OUTLAY, CONTINUED

MOTION: On motion by Baumgartner, second by Westby, the request to purchase another patrol truck and excavator trailer instead of a grapple bucket and 1 ton patrol truck was approved. Unused freight elevator funds will offset the remaining cost. Total change in outlay: \$158,879.

MOTION: On motion by Pufahl, second by Westby, the Committee approved a \$6,675 change in outlay to purchase a DVR replacement for the security system with unused tractor/mower funds.

MOTION: On motion by Baumgartner, second by Westby, a request to purchase a radio and additional accessories for a supervisor's truck was approved for a total of \$4,553. Unused tractor/mower funds are available for the purchase.

HIGHWAY OFFICE RELOCATION/OTHER POSSIBLE PROJECTS

Highway facility needs (fuel truck, Cambria/Lodi/Poynette shops, Portage salt storage, and fuel system replacement) and the proposed relocation of the Highway office were reviewed. Financing for the projects was discussed, including the potential for bonding. Other County facility needs were discussed.

The importance of communication with the City of Portage regarding salt storage needs was noted.

The cost of obtaining specifications and hard numbers for the Highway project(s) was considered. In order to set funds aside for this purpose, Schepp recommended presenting an "intent to borrow" resolution to the County Board. The information will be reviewed at the June Finance Committee meeting.

RESOLUTION TO AMEND PERSONNEL & PROCEDURES & OPERATIONS MANUAL FOR MANAGEMENT

The resolution to amend the policies and procedures manual regarding call-in pay was reviewed.

MOTION: On motion by Baumgartner, second by Pufahl, the resolution to amend the Personnel Policies and Procedures and Operations Manual for Management was approved.

RESOLUTION TO AMEND CLASSIFICATION AND COMPENSATION PLAN FOR NON-MANAGEMENT, NON-SUPERVISORY COUNTY EMPLOYEES

MOTION: On motion by Pufahl, second by Baumgartner, the resolution to amend the Classification and Compensation Plan for Non-Management, Non-Supervisory County Employees was approved.

PAYOUT BANKED COMPENSATORY TIME

Prior to December 31, 2011, comp time was treated differently, than it is now. Employee Comptime carried forward year after year. Currently, if an employee accrues over 40 hours of Comptime in a year, the department must find it within their budget to pay it out.

PAYOUT BANKED COMPENSATORY TIME, CONTINUED

The Human Resources Committee has approved the payout of Comptime earned over 40 hours.

MOTION: On motion by Pufahl, second by Westby, The Committee approved the Comptime payout at the 2011 rate for a total of \$31,958.39. The funds will be charged to the individual departments as necessary.

REVIEW/APPROVE RESOLUTION TO ESTABLISH BANK DEPOSITORIES

MOTION: On motion by Baumgartner, second by Gove, the Resolution to Establish Bank Depositories was approved.

LINE ITEM TRANSFERS/CHANGE IN OUTLAY

None other than previously approved today.

ADJOURNMENT

Motion: On motion by Gove, second by Baumgartner, the meeting was adjourned at 10:04 a.m.

Next Meeting: June 13, 2013

Respectfully Submitted:

Robert R. Westby, Secretary

Cindy Devine, Recording Secretary

cc: Finance Committee
County Board Chair
Lois Schepp
Joseph Ruf III
Susan M. Moll
Internet