

Columbia County Finance Committee

MINUTES

September 15, 2005

PRESENT: John H. Tramburg, Debra L. H. Wopat, Harlan Baumgartner, Barry Pufahl, and Kenneth E. Olson

ALSO PRESENT: Susan Martin, Lois Schepp, Kurt Dey, Bill Devine (CSI), Sheriff Rowe, Pat Beghin, Joe Krueger (Mortenson), and Paul Ferguson (Press)

The meeting was called to order at 9 a.m. and was legally noticed and published. The agenda was approved on motion by Pufahl, second by Baumgartner.

Minutes

The minutes of the August 11, 2005 meeting were approved on motion by Olson, second by Wopat.

Vouchers

Previously Paid Vouchers for September Audit were approved on motion by Pufahl, second by Olson, for a total of \$22,590,566.45.

On motion by Baumgartner, second by Wopat, County Board Payroll for August meetings paid in September was approved for a total of \$4,917.10.

Secure Tech/Courthouse Security Proposal

Emergency Management Director Pat Beghin reviewed progress made in selecting a building security system for the County. Various systems were considered by Beghin and the Courthouse Security Committee. They decided that the Wireless Panic/Duress Alarm System by Secure Tech Systems, Inc. would best meet the County's needs.

On motion by Baumgartner, second by Olson, the Committee approved the purchase of the Secure Tech System for a total of \$22,602.54. The project will be funded by dollars remaining in 2005 Building & Grounds Outlay.

Interoperability Grant

Rowe reported that his department had just received an interoperability grant from the State of Wisconsin after completion of an interoperability study by Elert and Associates. Three counties (Waushara, Marquette, and Columbia) had applied for the \$156,980 grant. Columbia County's portion of the award came to \$59,167.50, and the County is responsible for matching funds in the amount of \$19,722.50.

On motion by Pufahl, second by Olson, the Committee authorized matching funds in the amount of \$19,722.50. The funds will come out of the Sheriff's 9-1-1 account.

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Interoperability Grant, continued

Rowe noted that the Columbia County Fire Association had applied for a \$500,000 FEMA Grant for radio systems. If the grant is awarded, it would move the County ahead 4 or 5 years in their radio improvement plan.

Highway Shop Update

Dey/Devine were present to discuss the Highway Shop project. Devine recommended that the County cut a check for \$169,997.98 for final payment to Miron Construction. He also recommended that final lien waivers be required, and clarification of certain sections in the proposed concrete warranty document be made prior to sending the check.

- Lien Waivers: TI Management and Onalaska Flooring
- Warranty Issues: Section 5 - "Dispute Resolution" should make it clear that the County would only share the cost for independent third party services.

Section 3 – the floor has been replaced since this document was created.

Dey stated that he would contact Miron and let them know about the final payment requirements.

The application of a sealer to the exterior wall panels (\$22,860), and the addition of rain drips (\$820) on the windows were also discussed. It was recommended that the sealer be applied prior to new window installation. The sealer comes with a 10-year guarantee.

On motion by Pufahl, second by Olson, the Committee approved the requests for sealer application and installation of window drips for a total of \$23,860. The funds will come from the Highway Buildings & Grounds Operations Cost Pool.

A project checklist was reviewed. Dey/Devine noted that Earth Tech needed to reply to Miron's response regarding items on the checklist.

On motion by Baumgartner, second by Wopat, the Committee approved cutting the check to Miron with the stipulation that the check is held until final lien waivers are obtained and changes to the warranty are completed.

Fuel Dispensing System

Dey reported that the current DOS-based fuel dispensing system was installed in 1988 and is obsolete. It is becoming very difficult to obtain repair parts, and the department has depleted every source of used parts. They have eliminated the Poynette shop as a fueling station. Stations at Cambria and Columbus are temperamental as to whether they will run or not. If Portage or Wyocena go down, parts are obtained from Cambria or Columbus.

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Fuel Dispensing System, continued

On motion by Olson, second by Wopat, the Committee approved purchasing a new fuel system for \$86,000. Funds will be transferred from Highway Equity to cover the cost of the system.

Discuss Substation

Dey reviewed the status of Alliant's request to purchase a parcel of land from the County for a new substation near the Highway Department in Wyocena.

On motion by Pufahl, second by Wopat, the Committee recommended that Dey consult with Corp. Counsel Ruf on procedures and continue negotiations with Alliant.

Jail/Huber Expansion Update

Dave Thomack of Mortenson has left the company and Joe Krueger has replaced him. Krueger gave a brief recap of progress at the site, noting that the Huber portion of the project was 100% complete with just a few punch list items remaining. The DOC has given their seal of approval, and Krueger is working with staff on minor issues. The target project completion date will be in late October, or early November.

The project budget was reviewed. Krueger noted that the change order system was being reviewed.

Review County Board Chair Salary

The Committee reviewed a County Board Compensation Report and Columbia County's Executive Committee recommendation.

On motion by Wopat, second by Pufahl, the Finance Committee recommended that the County Board Chair Salary be established at \$5,400 per year commencing January 1, 2007.

Line Item Transfers/Change in Outlay

The Committee reviewed requests for five line item transfers:

1. HCC: The request is to transfer \$1,480.95 to purchase an EZ Stand Upgrade.
2. HCC: The request is to transfer \$2,990.10 to cover the cost of emergency repair to a washer bearing.
3. HCC: The request is to transfer \$966.21 to cover the expense portion of repair for the service elevator and basement flooring.

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Line Item Transfers/Change in Outlay, continued

3. HCC continued: On motion by Baumgartner, second by Olson, all three line item transfers for the Health Care Center were approved, including \$1,480.95 from the Medical Equipment Repairs account to the Nursing Outlay account, \$2,990.10 from the HCC-Other Supplies account to the Laundry Outlay account, and \$966.21 from the Building Improvement account to the Building Repair Expense account. Schepp requested the transfer amounts be rounded up to the nearest dollar.

4. P&Z: The department is asking to transfer \$985 in order to do unexpected brake work on a department vehicle and to pay the City of Portage for parking.

On motion by Pufahl, second by Wopat, the Committee approved the \$985.00 line item transfer. The funds will be transferred from the Planning & Zoning Pubs/Subs account to their Vehicle Maintenance account.

5. MIS: The MIS Department is requesting approval to transfer \$6,300 to purchase the components necessary to connect the enterprise server to the Storage Area Network (SAN) device.

On motion by Wopat, second by Baumgartner, the Committee approved the request for a total of \$6,300. The funds will be transferred from the MIS IT Consultant account to the MIS Capital Outlay account.

JDE/PeopleSoft Update

Schepp provided a brief review of progress with the Highway portion of the system. She noted that Accounting Supervisor Shonna Neary will be providing JDE/PeopleSoft refresher training for all County department heads and employees. The training will be especially helpful for departments where there are new employees.

Equalized Valuation Resolution

The 2005 Equalized Value Resolution was discussed.

On motion by Pufahl, second by Baumgartner, the Committee approved the 2005 Equalized Value Resolution to be presented to the full County Board at their September 21st meeting.

Fundraising Ordinance

A draft ordinance establishing procedures for fundraising events and handling cash associated with the events was reviewed. The ordinance would provide a mechanism to notify county officials of the event, clarify the cash-handling requirements, and let organizers know how to obtain the necessary permit to hold the event.

The topic was postponed until next month's meeting.

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Resolution Approving 3-Year Audit Contract

On motion by Pufahl, second by Olson, the Committee approved the audit contract resolution. The new contract would cover audit services for the years 2005 through 2007 as follows:

\$25,000 – for year 2005, payable in year 2006

\$26,000 – for year 2006, payable in year 2007

\$27,000 – for year 2007, payable in year 2008

Other

Schepp commented on the extraordinarily busy budget season this year. The possibility of requiring earlier submittal of budgets by County departments in the future was discussed.

On motion by Olson, second by Wopat, the meeting was adjourned at 11:50 a.m.

Respectfully Submitted:

Harlan Baumgartner, Secretary

Cindy Devine, Recording Secretary

cc: Finance Committee
Chair Martin
Lois Schepp
Joseph Ruf III
Jeanne Miller
Internet