

Columbia County Finance Committee

MINUTES

March 10, 2005

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

ALSO PRESENT: Susan Martin, Lois Schepp, Deborah Raimer, Joseph Ruf III, Mary Saunders, Kurt Dey, Bill Devine (CSI, Inc.), and Dave Thomack (Mortenson)

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

The agenda was approved as amended on motion by Olson, second by Wopat. The topic "Review Uncollected Personal Property Tax Resolution" was added to the agenda.

Minutes

The minutes of the January 13th Finance meeting were approved on motion by Pufahl, second by Baumgartner.

Vouchers

Previously Paid Vouchers for March Audit were approved on motion by Olson, second by Wopat for a total of \$9,982,430.47. This amount includes vouchers from February Audit, as there was no Finance meeting in February.

On motion by Baumgartner, second by Wopat, County Board Payroll for January meetings paid in February was approved for a total of \$4,623.07.

On motion by Pufahl, second by Olson, County Board Payroll for February meetings paid in March was approved for a total of \$2,461.50.

Highway Shop Update

Dey/Devine reported on the status of the new Highway Shop building project. The project budget and contingency fund were reviewed. Items purchased, but yet to be paid out of project contingency funds include: Grainger racks (for inventory/bar-coding), hook-ups for the hot water wash, and venting of the parts washer. After these invoices are paid, the balance in contingency will be \$15,908.99.

Remaining project issues were reviewed. The concrete/floor issue is still ongoing. Core sample testing performed on behalf of the general contractor, subcontractors, and the County is complete. The results are being evaluated, with a meeting of all concerned parties arranged for the end of the month.

Columbia County Finance Committee

MINUTES

March 10, 2005

Highway Shop Update, continued

Concern was expressed over unpaid sub-contractor invoices. The County is holding funds pending resolution of the concrete issue, and has offered to pay the General Contractor (Miron) a portion of it if all sub-contractor lien waivers would be paid. That offer has yet to be accepted.

Annual Report - Treasurer

The Committee reviewed the department's annual report.

On motion by Pufahl, second by Baumgartner, the Treasurer's Annual Report was approved.

Repurchase of Property by Former Owner Parcel #222 - Village of Cambria

The Committee considered a request to repurchase foreclosed property by the former owners. The property is located in the Village of Cambria, Parcel #222. The cost to repurchase the property is \$5,265.94 and includes delinquent taxes, penalties, interest/penalty on taxes, Register of Deeds Fees, and additional In Rem costs.

On motion by Wopat, second by Olson, the Committee approved the repurchase of Parcel #222, Village of Cambria - former owners: William and Debra Treptow.

Uncollected Personal Property Tax Resolution

The Committee reviewed a resolution authorizing the transfer of \$7,299 from the 2004 Contingency Fund to the Personal Property Tax Expense Account. The annual transfer & resolution is required by Sec. 74.42 (1), of the Wisconsin State Statutes, and used to reimburse municipalities for uncollected personal property taxes. If the municipality collects the tax payment after we pay it, the municipality should reimburse the County.

On motion by Baumgartner, second by Olson, the Uncollected Personal Property Tax Resolution was approved, including the \$7,299 transfer from the 2004 Contingency Fund to the Personal Property Tax Expense Account.

Jail/Huber Expansion Project Update

Various item included in the weekly status reports were reviewed, including:

- Added rooms to the 2nd and 4th floors: The addition of a couple of walls in the existing open corridor areas on these floors would provide much needed storage space. Thomack will provide a cost proposal for the proposed additions.
- Stacked panel connection: Thomack explained that the connections should have been recessed. The problem has been corrected by cutting a plate that stuck out and welding it flush with the wall. The design problem resulted in a \$7,500 credit.

Columbia County Finance Committee

MINUTES

March 10, 2005

Jail/Huber Expansion Project Update, continued

- Security door variance: A variance is needed in order to comply with State requirements and still meet the requirements of the local fire inspector. The delay in receiving the variance should not affect the construction schedule.

Thomack reported that the project was proceeding on schedule.

Child Support Agency - Position Request

Ruf/Saunders provided information regarding their position request. An Account Clerk position in Child Support is vacant due to the previous employee transferring to a different department. Saunders/Ruf would like to change this position to a combined Legal Secretary/Account Clerk position, allowing the financial and clerical/legal work to be distributed to additional staff and result in more timely and efficient completion.

The position is funded 66% by State/Federal funds and 33% by the County. The position change would cost an additional .35/hour. Funding for the additional .35 will be available in the budget due to the time the position was vacant.

On motion by Baumgartner, second by Olson, the position request for a Legal Secretary/Account Clerk was approved.

Performance Money Project: Saunders described a new incentive program, "Special Improvement Funds", being offered by the State whereas counties are given extra funds to increase performance levels in specific areas/categories, such as:

- Court Order Rate
- Paternity Adjudication
- CSUP (Current Support Owed)
- Arrears

Columbia County is eligible to receive \$7,716 to use for this performance project. Child Support staff that volunteered for this program would work an additional 2.5 hours/week (straight time) on performance related tasks.

On motion by Wopat, second by Olson, the Committee approved the "Special Improvement Funds" Performance Money Project.

Update on Collections

Ruf/Schepp recapped progress made by the Collections Task Force. In an effort to increase collections for the County, the group is trying to set up standards for all departments to use for collection processes/procedures. Other departments will be consulted to evaluate their individual collection needs and current processes.

Columbia County Finance Committee

MINUTES

March 10, 2005

Update on Collections, continued

Schepp noted that with the assistance of the Corporation Counsel and Accounting Department staff, collections for Guardian Ad Litem payments have increased over 500%. The task force will consider various collection activities including credit card acceptance, minimum payments, charging interest, the tax intercept program, etc.

The task force will continue to meet regularly, with the objective being to create a new collections manual by the end of the year.

On motion by Pufahl, second by Olson, the Committee approved credit card acceptance at the Accounting Office and the Health & Human Services Department. Costs associated with credit card acceptance will be paid out of revenues collected.

Update 2005 Paper Bid

The 2005 Paper Bid and results were reviewed. Bid notices were sent to numerous paper vendors in the area. Bid criteria had been established, and the bids were evaluated accordingly. Requirements included:

- On-line ordering
- Price guarantee for one year
- Next day delivery
- Price

The bid was awarded to Corporate Express.

Resolution re: Opposing Further Limitations on Columbia County's Ability to Levy Necessary Taxes

Chair Martin received resolutions from two other counties regarding their opposition to TABOR (Taxpayers Bill of Rights) or any other legislative limitation on the ability to levy necessary taxes.

Sample resolutions and other information were reviewed. It was concluded that the Finance and Executive Committees should bring a similar resolution to the full County Board. A special meeting of the two committees will be held prior to County Board on Wednesday, March 16th to approve/sign the resolution. The approved County Board resolution is to be forwarded to the Governor, Columbia County Representatives, and the Wisconsin Counties Association.

Line Item Transfers/Change in Outlay

None to report.

Columbia County Finance Committee

MINUTES

March 10, 2005

JDE/PeopleSoft Update

Schepp reported that work on the Highway project (migration from the AS400 to the JDE/PeopleSoft System) was proceeding very well. A very detailed project plan has been created. Training of key support staff is underway. The Highway Commissioner is being updated and consulted every step of the way, including meetings, agendas, how the new bills will look, etc. State guidelines have to be met.

Change Orders

None

Capital Outlay

None

March 15th Debt Service: Accounting/HR Computer System

On motion by Olson, second by Wopat, the Committee approved the March 15th Debt Service for the Accounting/HR Computer System. Total Debt Service: \$217,059.45

Review Other Committee Overdrawn Account Resolutions

On motion by Baumgartner, second by Pufahl, the Committee approved a resolution from the HR Committee, requesting a transfer of funds from the pre-closing General Fund to the HR/Personnel account. The 2004 Human Resources and Personnel account is overdrawn \$12,990 due to increased costs of Labor Relations.

Accounting Department Annual Report

The Committee reviewed the 2004 Accounting Department Annual Report. The report was prepared using the new report template developed by the MIS Department. Schepp noted that the Accounting Department was primarily performance based rather than statistic based.

The report was amended/approved on motion by Pufahl, second by Wopat. The Committee asked that the various department locations and Supervisor names be added to the organizational chart.

CLOSED SESSION

On motion by Olson, second by Baumgartner, the Committee went into closed session pursuant to Wisconsin State Statute Section 19.85(1) (c) considering employment, promotion, compensation, or performance evaluation data of any public employee (Comptroller) over which the government body has jurisdiction or exercises responsibility. If committee goes into closed session, it will return to open session. The committee may address such other matters that are authorized by law. The roll call vote was unanimous.

Columbia County Finance Committee

MINUTES

March 10, 2005

OPEN SESSION

The Committee reconvened in open session on motion by Wopat, second by Pufahl. The roll call vote was unanimous.

On motion by Olson, second by Wopat, the meeting adjourned at 12:10 p.m.

Respectfully Submitted:

Harlan Baumgartner, Secretary

Cindy Devine, Recording Secretary

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