

Columbia County Finance Committee

MINUTES

March 15, 2007

PRESENT: Chair John H. Tramburg, Supervisors Debra L. H. Wopat, Susan Martin, Robert R. Westby, and Robert L. Hamele

ALSO PRESENT: Board Chair Harlan Baumgartner, Lois Schepp, Mike Babcock, Pat Beghin, Joseph Ruf III, Supervisor Sarah Lloyd, Kurt Calkins, Deborah Raimer, Erik Pritzl, and Cathy Karls

The meeting was called to order at 8:30 a.m., and was properly noticed and published.

MOTION: On motion by Martin, second by Hamele, the agenda was approved.

MINUTES

MOTION: On motion by Hamele, second by Wopat, the minutes of the January 3rd, 17th, and 30th, 2007 Finance Committee meetings were approved.

VOUCHERS

MOTION: Previously Paid Vouchers for February & March Audits were approved on motion by Westby, second by Wopat, for a total of \$8,225,768.69.

MOTION: On motion by Hamele, second by Martin, County Board Payroll for January meetings paid in February was approved for a total of \$5,158.60.

MOTION: On motion by Westby, second by Wopat, County Board Payroll for February meetings paid in March was approved for a total of \$3,382.13.

REVIEW/APPROVE VERIZON E-911 PROJECT CHANGE ORDER

The Committee reviewed a \$21,794 E-911 change order from Verizon. The charges resulted from inaccurate census data and new growth in the County. Verizon contract language and system maintenance costs were also discussed.

Corporation Counsel Joe Ruf is to be consulted regarding contract language and the change order before it is approved. Babcock stated they would contact Schepp with any new information.

HUMANE SOCIETY INVOICE

An invoice from the Columbia County Humane Society was reviewed. The invoice includes the 2007 Service Agreement and 2006 Animal Pick Up charges.

The Sheriff's Department did not include the cost for this service in their 2007 budget.

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HUMANE SOCIETY INVOICE

MOTION: On motion by Westby, second by Wopat, the Committee approved paying the 2007 Humane Society Service Agreement and 2006 Animal Pick Up invoice for a total of \$840.

Babcock reported that the Sheriff would like to enter into a \$1,800 contract with Communication Service, Inc. to provide radio repair/service for the department. The Committee asked that the item be placed on the April Finance agenda for consideration.

REVIEW ADDENDUM TO JONES TOWER LEASE

The committee reviewed a tower lease contract between the County and Dennis and Diane Jones of Cambria.

MOTION: On motion by Wopat, second by Westby, the Jones Tower Lease Contract was approved.

STAFFING SHORTAGE – MEDICAL EXAMINER'S OFFICE

Ruf described the staffing situation in the Medical Examiner's Office.

The Finance Committee recommended that the Human Resource Committee/Department look into the situation.

CITY OF PORTAGE – COUNTER OFFER ON TAXES DUE

At the January 30th Finance meeting, an offer was made to the City of Portage of a \$31,000 tax settlement payment on property owned by the City. Delinquent taxes totaling over \$61,800 (not including interest and penalties) are outstanding on the property (previously owned by Joyce and Gerald Mael). The Finance Committee reviewed a counter offer of \$20,500 from the City.

MOTION: On motion by Martin, second by Westby, the Committee rejected the City's counter offer and upheld the County's original offer of \$31,000. The original offer is contingent on the remaining principal, interest, and penalties to be placed on the portion of the property still owned by Joyce and Gerald Mael.

CIRCLES OF SUPPORT – REVIEW/APPROVE OPERATING CONTRACTS/FUNDS

Supervisor Sarah Lloyd was present to review the contracts and budget for the Circles of Support Program. Lloyd reported that the program was moving forward, and funds were in place to cover program operations, volunteer training, contracts with CESA 5 and the Pauquette Center, and a \$1,000 general liability insurance policy.

MOTION: On motion by Westby, second by Wopat, the Committee approved the program budget and contracts up to \$30,000.

The Judiciary Committee will have oversight of the program.

APPROVE CONSERVATION PROJECT FUNDING

LWCD Director Kurt Calkins reviewed the aerial flight operation undertaken by the department each year. The cost of the flight (\$2,500) is expected to increase this year due to escalating fuel costs. Calkins has researched other options and has found a way to save these expenses by utilizing flight information/photos from the Farm Service Agency (FSA). Beginning in 2007, the FSA flight will be available for an estimated cost of \$100 dollars per year.

The LWCD has applied for and received a grant for a second Conservation Aid Project and wishes to use the dollars saved on the aerial flight to provide the required matching funds for the new project.

MOTION: On motion by Wopat, second by Westby, the Committee approved a line item transfer of \$2,700 from the LWCD Aerial Photo Operating Expense Account #7410.534400 to the Conservation Aid Fund Project Account #7421.534400.

2006 ANNUAL REPORT – TREASURER

Treasurer Deborah Raimer joined the meeting to present her 2006 Annual Report. Raimer pointed out that online payment of property taxes had increased.

MOTION: On motion by Martin, second by Hamele, the Treasurer's Annual Report was approved.

INCREASE IN 2007 WIC FUNDING

HHS Director Erik Pritzl and Asst. Comptroller Cathy Karls explained a plan to reorganize the WIC Program, which includes the elimination of the WIC Clerk position. With funds saved by eliminating the position and an increase in WIC Grant dollars, Pritzl would like to increase the WIC Nutritionist's hours and increase the WIC Coordinator position from 87% to full time. The need for two new printers was also discussed. The position changes and the purchase of the new printers will be covered by WIC funds.

MOTION: On motion by Martin, second by Westby, the requested position changes and the purchase of two printers for \$1,884 were approved.

REVIEW OF HHS 2006 CLOSE OUT

The Committee reviewed a \$1.5 million resolution from the Health & Human Services Board to close out the agency's overdrawn accounts for 2006. Pritzl recapped the areas causing most of the financial problems for the agency, including:

- High cost and increasing number of court-ordered services
- Increase in service costs due to the aging population (respite, personal care)
- Placement of children in residential care centers/other institutions

The Committee expressed concern regarding the potential of this situation occurring again in 2007. Pritzl stated he was working with social workers and division managers to try to reduce the amount of

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Review Of HHS 2006 Close Out, continued

time clients spend in care centers/institutions, to investigate mandated and court ordered services, and to work on budget projections/review.

Further discussion was held regarding the resolution and the funding available to cover the overage.

2007 CAPITAL OUTLAY – DEPARTMENTAL REQUESTS

Highway: The Finance Committee considered a request from Highway to approve the purchase of a car at \$20,500.00. The original budget was \$19,000.00. However, that price did not include freight, lumbar support driver's seat, etc. A lower price has been negotiated from Madison Mack, for four quad-axle truck updates for a savings of \$500.00 each. The Highway Department request is to utilize \$1,500.00 of the savings for the car update.

MOTION: On motion by Wopat, second by Hamele, the Committee approved the \$20,500 car request, with the additional \$1,500 to come from the quad-axle truck savings

Buildings & Grounds: Cory Wiegel requested the release of \$52,000 in budgeted outlay funds for the window replacement project at the Administration Building. The window replacement price came in at \$42,970 and Wiegel asked that he be allowed to replace the skylights (problems with leakage) in the Administration Building with funds remaining in this project.

MOTION: On motion by Martin, second by Westby, the \$52,000 release of outlay was approved, with \$42,970 for window replacement and remaining funds to replace the skylights. Wiegel was asked to inform the Committee how much the skylights cost.

MIS Department:

MOTION: On motion by Westby, second by Wopat, the Committee approved a request to release \$8,500 in budgeted outlay funds for the purchase of a new exchange server.

LINE ITEM TRANSFERS

MIS Department:

MOTION: On motion by Westby, second by Wopat, the Committee approved a \$19,000 line item transfer for two additional years of service on the primary storage server. Funds will be transferred from/to the following budgets:

- a. \$9,000 from 1451.521220 IT Consultant
- b. \$4,000 from 1440.533160 Conferences & Training
- c. \$6,000 from 1440.521220 Consultant
- d. \$19,000 to 1451.523200 Equipment Maint. Contracts

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Line Item Transfers, continued

Land Information:

MOTION: On motion by Westby, second by Hamele, a \$1,000 line item transfer from 1720.533440 Operating Expenses to 1720.523200 Other Equipment Maintenance was approved for the Land Information Department. The funds will be used to provide maintenance on their plotter.

Medical Examiner:

MOTION: On motion by Martin, second by Hamele, the Committee approved a \$359 line item transfer from the Medical Examiner's Capital Outlay 8000.844000.101 to Office Supplies 1270.533110 to purchase a recorder that will be compliant with the Sheriff's Department digital dictation equipment.

NONLAPSING RESOLUTION

MOTION: On motion by Martin, second by Westby, the Committee approved the 2007 Nonlapsing Accounts Resolution.

OVERDRAWN ACCOUNTS

The Committee reviewed a resolution from the Judiciary Committee for 2006 Overdrawn Accounts. The following departments had overdrawn accounts:

- Coroner - \$9,215.62 due to autopsies and vehicle repair.
- Clerk of Courts - \$36,675.59 due to Court Appointed Attorneys and a shortage in Fines & Forfeiture Revenues.

FUEL RESERVE TRANSFER

The Committee also reviewed a resolution to transfer fuel reserve funds. During the 2006 Budget process, the Committee had established a reserve fund of \$150,000 to cover expected budget shortfalls resulting from increasing gas/fuel prices.

Per the resolution, a total of \$70,605 in reserved funds would be transferred to the following budgets:

Annex Building	\$257
Buildings & Grounds Administration	\$248
Solid Waste	\$13,582
Coroner	\$1,947
Jail/Huber Center	\$50,201
Land & Water Conservation	\$561
Planning & Zoning	\$231
Sheriff Administration	\$3,578

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Fuel Reserve Transfer, continued

MOTION: On motion by Martin, second by Wopat, the Committee approved the Fuel Reserve Transfer Resolution to be presented to the County Board on March 21, 2007.

2006 ANNUAL REPORT – ACCOUNTING DEPARTMENT

The Accounting Department's Annual Report for 2006 was reviewed. Schepp reported that the biggest problem faced by her department in 2006 was staffing shortages due to turnover and medical leaves.

MOTION: On motion by Martin, second by Hamele, the Accounting Department's 2006 Annual Report was approved.

2008 BUDGET PLANNING

The Committee reviewed the proposed 2008 Budget Calendar. Schepp noted that the 2007 budget process was improved greatly by earlier budget deadlines, and she would like to continue that practice.

MOTION: On motion by Hamele, second by Westby, the 2008 Budget Calendar was approved.

Budget discussion continued, with the Committee recommending that per diem rates stay the same for 2008. Schepp provided an equity analysis, describing funds that could be closed to the General Fund for 2006.

UPDATE ON SALES TAX

The upcoming sales tax audit was discussed. Schepp reported that she had been in contact with the State Department of Revenue in an effort to confirm the County's compliance in all areas.

CLOSED SESSION

On motion by Westby, second by Hamele, the Committee adjourned to closed session at 12:52 p.m. 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. The roll call vote was unanimous.

OPEN SESSION

The Committee reconvened in open session at 1:20 p.m. on motion by Martin, second by Wopat. The roll call vote was unanimous.

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ADJOURNMENT

The meeting was adjourned at 1:25 p.m. on motion by Westby, second by Hamele.

Respectfully Submitted:

Robert R. Westby, Secretary

Cindy Devine, Recording Secretary

cc: Finance Committee
Chair Baumgartner
Lois Schepp
Joseph Ruf III
Susan Moll
Internet