



# COLUMBIA COUNTY

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## COLUMBIA COUNTY FINANCE COMMITTEE MINUTES JANUARY 14, 2021

MEMBERS PRESENT: Chairman Matthew L. Rohrbeck, Supervisors Christopher Polzer, JoAnn Wingers, James E. Foley, and Bob Koch

ALSO PRESENT: County Board Chair Vern E. Gove, Lois Schepp, Shonna Neary, Susan Fisher, Cathy Karls, Heather Gove, Jesica Walter, Amy Yamriska, Kathy Johnson, Sheriff Roger Brandner, Jodi Burmania, David Drews, Chris Hardy, and Cory Wiegel

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

MOTION: On motion by Koch, second by Foley, the agenda was approved.

### MINUTES

MOTION: On motion by Foley, second by Polzer, the minutes from the December 10 and 16, 2020 Finance Committee meetings were approved.

### VOUCHERS

MOTION: On motion by Foley, second by Wingers, monthly expenditures for December 8, 2020 through January 7, 2021 for the Treasurer's Office for a total of \$7,831.71 and the Accounting Department for a total of \$4,235.52 were approved.

Total Treasurer/Accounting: \$12,067.23

MOTION: On motion by Wingers, second by Polzer, the monthly disbursement journal (all departments) from December 8, 2020 through January 7, 2021 was approved for a total of \$3,869,688.30.

MOTION: On motion by Foley, second by Polzer, County Board Payroll for December 2020 meetings paid in January 2021 was approved for a total of \$9,028.22.

### FEMA ACQUISITION/DEMOLITION GRANT ACCEPTANCE RESOLUTION – TOWN OF FORT WINNEBAGO

Emergency Management Director Kathy Johnson gave an overview on the Resolution – Accept Hazardous Mitigation Program Grant. Columbia County applied for the grant and received the award in the amount of \$159,500. Grant funds will be used to acquire and demolish one flood prone residential structure in the floodplain in the Town of Fort Winnebago.

MOTION: On motion by Koch, second by Polzer, the Committee approved the Resolution – Accept Hazardous Mitigation Program Grant.

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INCREASE HOURLY RATE FOR SHERIFF SECRETARY LTE POSITION FROM \$18 TO \$20

Sheriff Roger Brandner requested to increase the hourly rate for the Sheriff Secretary LTE position from \$18 to \$20. Currently the Sheriff's Department has a shortage of secretarial staff. Current staff has been working overtime to catch up. A retired employee was brought back as an LTE to help. The LTE position will be in place for 8-10 weeks (150 hours).

MOTION: On motion by Polzer, second by Koch, to approve \$20 per hour for the LTE position for 150 hours.

LINE ITEM TRANSFERS/CHANGE IN OUTLAY

Accounting Supervisor Shonna Neary reported on a Change in Outlay request from the District Attorney's Office to purchase a laptop that can be used by a special prosecutor.

MOTION: On motion by Foley, second by Wingers, to table the item until the District Attorney's Office can be present to answer questions.

HHS – CONTRACT PROCESS

Health & Human Services Director Heather Gove gave an update to their contract process.

APPOINT INTERIM PUBLIC HEALTH OFFICER

Heather Gove informed the Committee that Ellen Ellingsworth was appointed as the Interim Public Health Officer until a permanent Public Health Officer is hired. Ellingsworth is also the current WIC Director and will split her time between both roles.

MOTION: On motion by Polzer, second by Wingers, to support the appointment of Ellen Ellingsworth as the Interim Public Health Officer.

POSITION REQUEST – REGISTERED DIETETIC TECHNICIAN – INCREASE HOURS FROM 33.75 TO 37.5 HOURS/WEEK

Heather Gove requested to increase the Registered Dietetic Technician's hours from 33.75 to 37.5 to help cover WIC duties until a permanent Public Health Officer is hired. The estimated cost for the increase in hours would be \$1,421 and covered by WIC funding.

MOTION: On motion by Wingers, second by Polzer, to approve the increase in hours from 33.75 to 37.5 per week for the Registered Dietetic Technician until a permanent Public Health Officer is hired.

POSITION REQUEST – ADMINISTRATIVE ASSISTANT – INCREASE HOURS FROM 18.75 TO 37.5 HOURS/WEEK

Facilities Management Director Cory Wiegel explained the need to increase an Administrative Assistant from 18.75 to 37.5 hours per week. The request is part of the reorganization of the Facilities Management Department. The estimated cost of the increase in hours would be \$42,799 per year, which is not included in the 2021 budget. A resolution would be needed to transfer funds if approved.

MOTION: On motion by Foley, second by Wingers, to approve the increase in hours from 18.75 to 37.5 per week at an additional cost of \$42,799 per year.

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TRANSFER FUNDS FOR 2021 FACILITIES MANAGEMENT DEPT. ADMINISTRATIVE ASSISTANT RESOLUTION

MOTION: On motion by Foley, second by Polzer, the Committee approved the Resolution – Transfer Funds for 2021 Facilities Management Department Administrative Assistant.

POSITION REPLACEMENT REQUEST – HCC ACCOUNTING ASSISTANT

MOTION: On motion by Polzer, second by Koch, the Committee approved the replacement of an Accounting Assistant position request due to a retirement.

APPROVE 2021 MEETING DATES

The Committee reviewed 2021 meeting dates as follows:

- March 11, 2021
- April 15, 2021
- May 13, 2021
- June 10, 2021
- July 15, 2021
- August 12, 2021
- September 9, 2021
- October 14, 2021
- November 4, 2021
- December 9, 2021

Motion: On motion by Polzer, second by Wingers, the Committee approved the meeting dates as presented.

UPDATE ON THE RLF PROGRAM/CLOSEOUT

Comptroller Lois Schepp gave an update of the CDBG projects to be presented to the Revolving Loan Fund (RLF) Committee at the January 14, 2021 RLF meeting. The total funds available for eligible projects is \$1,887,021. The projects to be approved include:

- Elevator Upgrades
- Health Care Center Equipment & Upgrades
- Highway Demolition/Slum & Blight Projects

Motion: On motion by Wingers, second by Koch, the Committee supported the approval of the CDBG projects.

ACCOUNTING DEPARTMENT UPDATE ON YEAR-END CLOSE PROCESS

Schepp gave an update on Accounting Department procedures for the year-end close process.

ADJOURNMENT

MOTION: On motion by Foley, second by Polzer, the meeting was adjourned at 9:18 a.m.

Next Meeting: March 11, 2021

Respectfully Submitted:

  
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JoAnn Wingers, Finance Committee Secretary

  
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Courtney McRea, Recording Secretary

CC: Finance Committee  
County Board Chair  
Lois Schepp

Joseph Ruf III  
Susan M. Moll  
Internet