



COLUMBIA COUNTY

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COLUMBIA COUNTY FINANCE COMMITTEE MINUTES MARCH 8, 2023

MEMBERS PRESENT: Supervisors Darren W. Schroeder, Denise Brusveen, Keith F. Miller, and Douglas Richmond

ALSO PRESENT: County Board Chair Chris Polzer, Shonna Neary, Joseph Ruf III, Sarah Parker, Stacy Opalewski, Amy Yamriska, Greg Kaminski, Brenda Yaskal, Sheriff Brandner, and Kurt Calkins

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

MOTION: On motion by Miller, second by Richmond, the agenda was approved.

MINUTES

MOTION: On motion by Miller, second by Brusveen, the minutes from the January 11 and February 22, 2023 Finance Committee meetings were approved.

VOUCHERS

MOTION: On motion by Brusveen, second by Miller, monthly expenditures for January 6, 2023 through March 2, 2023 for the Treasurer's Office for a total of \$10,631.22 and the Accounting Department for a total of \$54,799.32 were approved.

Total Treasurer/Accounting/CDBG Projects/Community Action Council: \$65,430.54

MOTION: On motion by Brusveen, second by Miller, the monthly disbursement journal (all departments) from January 6, 2023 through March 2, 2023 was approved for a total of \$8,982,763.73.

MOTION: On motion by Richmond, second by Miller, County Board Payroll was approved for a total of \$15,530.93.

- January meetings paid in February, 2023 - \$8,452.24
- February meetings paid in March, 2023 - \$7,078.69

DISTRICT ATTORNEY – FEE ORDINANCE REVISIONS

District Attorney Brenda Yaskal is requesting the following changes to the fee schedule:

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DISTRICT ATTORNEY

Type	Cost
Photocopying for eriminal <u>paper</u> discovery	\$0.20 per page
Copy of DVD, CD, VCR , or audio-cassette tape for eriminal-discovery <u>other disc</u>	\$5.00 per disc or cassette
<u>Copy of USB (up to 32 GB)</u>	<u>\$5.00 for State Public Defender cases</u> <u>\$10.00 for all others</u>
<u>Copy of USB (larger than 32 GB)</u>	<u>\$6.00 for State Public Defender cases</u> <u>\$10.00 for all others</u>
<u>eDiscovery</u>	<u>\$0.03/5 MB of data</u>
<u>Email reports</u>	<u>\$0.10 per page</u>

MOTION: On motion by Miller, second by Richmond, the Committee approved the updated District Attorney fee schedule.

HEALTH CARE CENTER – LINE ITEM TRANSFER

Health Care Center Administrator Amy Yamriska explained the online auction price and buyer fee for the plow truck exceeded the approved amount of \$30,000.

MOTION: On motion by Miller, second by Richmond, the Committee approved the request to transfer \$520 from the Motor Vehicle-Supplies Account to the Capital Outlay-Maintenance Account to cover the overage.

Outlay

The electronic charting system needs to be updated to address new assessments and charting required by federal regulations.

MOTION: On motion by Richmond, second by Miller, the Committee approved the Change in Outlay of \$6,500 from the EZ Stand with Scale to the Medical Records Update to update the charting system.

SOLID WASTE – FEE ORDINANCE REVISIONS

Solid Waste Director Greg Kaminski is requesting the following changes to the fee schedule:

Garbage	\$1.00/ <u>small bag</u> <u>\$2.00/large bag</u> \$70.00/ton
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Price List 1/1/2023
Container
Rental/Garbage

Size	Every Other Week	Weekly	Twice a Week	<u>Once a Month</u>	Additional Pickup	Customer Owned Pickup
2 Cubic Yard	\$62.00	\$ 89.00	\$150.00	<u>N/A</u>	\$35.00	\$45.00
4 Cubic Yard	\$70.00	\$108.00	\$181.00	<u>N/A</u>	\$35.00	\$45.00
6 Cubic Yard	\$83.00	\$127.00	\$212.00	<u>\$67.00</u>	\$60.00	\$60.00
8 Cubic Yard	\$92.00	\$147.00	\$240.00	<u>N/A</u>	\$60.00	\$60.00
10 Cubic Yd	\$114.00	\$181.00	\$296.00	<u>N/A</u>	\$60.00	N/A

MOTION: On motion by Brusveen, second by Miller, the Committee approved the updates to the Solid Waste fee schedule.

SOLID WASTE – LINE ITEM TRANSFER

Kaminski explained when the part-time employee hours were increased from 24 to 30 hours, health insurance benefits were not included. The new employee is enrolled in the health insurance benefits.

MOTION: On motion by Brusveen, second by Miller, the Committee approved the request to transfer \$10,310 from the Refuse-Capital Outlay Account to the Solid Waste Administration-Fringe Benefits Account to cover the cost of health insurance benefits.

SOLID WASTE – SOLE SOURCE APPROVAL

Kaminski is requesting to use LMS Construction for the removal and replacement of concrete for phase 2 of the transfer station project. They completed phase 1 of the project and this would ensure consistency. The project is contingent upon approval of ARPA funding.

MOTION: On motion by Brusveen, second by Miller, the Committee approved the Sole Source Request to use LMS Construction for phase 2 of the project.

LAND & WATER/AG OUTREACH – LINE ITEM TRANSFER

Land & Water Director Kurt Calkins explained funds are needed to cover the landline and cell phone costs for the Ag Outreach personnel.

MOTION: On motion by Miller, second by Richmond, the Committee approved the request to transfer \$650 from the Ag Outreach-Postage Account to the Ag Outreach-Telephone Account.

RESOLUTION – ACCEPT SAFER COMMUNITY FUNDS FOR LAW ENFORCEMENT AGENCIES GRANT

Sheriff Roger Brandner explained the Wisconsin Department of Administration (DOA) designated \$75,771 of ARPA funding to the Columbia County Sheriff's Office to purchase necessary law enforcement equipment.

MOTION: On motion by Miller, second by Brusveen, the Committee approved accepting \$75,771 in grant funds by the DOA to purchase necessary law enforcement equipment.

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CORPORATION COUNSEL – RESOLUTION-2022 OVERDRAWN ACCOUNTS

Corporation Counsel Joseph Ruf III explained that the overage is due to the cost of contracted attorney fees.

MOTION: On motion by Miller, second by Richmond, the Committee approved the Resolution to transfer \$29,370 from the pre-closing General Fund Account No. 100.388100 to the Corporation Counsel Account No. 1640.

COUNTY BOARD – RESOLUTION-2022 OVERDRAWN ACCOUNTS

The primary reasons for the budget shortage were contracted attorney fees and meeting expenses.

MOTION: On motion by Miller, second by Richmond, the Committee approved the Resolution to transfer \$6,979 from the pre-closing General Fund Account No. 100.388100 to the County Board Account numbers 1190 and 1191.

LINE ITEM TRANSFERS/CHANGE IN OUTLAY

No additional line item transfers/change in outlay were discussed.

TREASURER'S REPORT

County Treasurer Stacy Opalewski gave an overview on investments.

TREASURER – REVIEW/APPROVE 2022 ANNUAL REPORT

Opalewski presented the 2022 Annual Report.

MOTION: On motion by Brusveen, second by Miller, the Committee approved the 2022 Annual Report for the County Treasurer's Department.

TREASURER – REQUEST FROM OWNER TO REPURCHASE PARCEL NO. 11291 527 IN THE CITY OF WISCONSIN DELLS

Opalewski explained that the County foreclosed on parcel #11291 527 in the City of Wisconsin Dells. The owner is requesting to buy back the parcel.

MOTION: On motion by Richmond, second by Brusveen, the Committee approved of the owner repurchasing parcel #11291 527.

AMERICAN RESCUE PLAN ACT OF 2021

Comptroller Shonna Neary reviewed the ARPA summary. Solid Waste has a change order request for the transfer station floor funding. Premium pay was updated based on actuals and future projections. LATCF funds were transferred to a restricted equity account.

CDBG ELEVATOR PROJECT FUNDS TRANSFER

Neary explained that the CDBG projects are complete. The Courthouse elevator upgrade project had delays in meeting the state deadline. Since the project did not meet the December 31, 2022 deadline for completion, the County is responsible for the remaining \$10,585.11. The interest the County is collecting on two RLF program

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loans can be used to fund the overage. The reserve was established to fund any overage from CDBG projects or for future needs.

MOTION: On motion by Miller, second by Brusveen, the Committee approved utilizing \$10,585.11 from the RLF reserve fund to cover the remaining cost from the elevator upgrade project.

REVIEW OF COUNTY FINANCES

Neary gave updates on closing 2022 and future budget planning.

ACCOUNTING STAFF UPDATE

Neary gave an update on the two vacant Accounting positions-Accounting Assistant and Assistant Comptroller. Since the Assistant Comptroller position has been vacant for an extended period of time, she is asking to post for an Accountant 1 as well, until either the Assistant Comptroller or Accountant 1 position are filled. The Assistant Comptroller position would remain in the budget.

MOTION: On motion by Miller, second by Schroeder, the Committee approved posting the Accountant 1 position.

ACCOUNTING – REVIEW/APPROVE 2022 ANNUAL REPORT

Neary presented the 2022 Annual Report.

MOTION: On motion by Brusveen, second by Miller, the Committee approved the 2022 Annual Report for the Accounting Department.

2024 BUDGET DEVELOPMENT CALENDAR

MOTION: On motion by Miller, second by Richmond, the Committee approved the 2024 Budget Development Calendar.

ADJOURNMENT

MOTION: On motion by Brusveen, second by Richmond, the meeting was adjourned at 9:46 a.m.

Next Meeting: April 12, 2023

Respectfully Submitted:



Denise Brusveen, Finance Committee Secretary



Sarah Parker, Recording Secretary

CC: Finance Committee
County Board Chair

Joseph Ruf III
Susan M. Moll

Shonna Neary
Internet