



COLUMBIA COUNTY

Accounting Office

608-742-9645
FAX: 608-742-9846
Email: accounting@co.columbia.wi.us
Website: www.co.columbia.wi.us

112 East Edgewater Street
P.O. Box 473
Portage, WI 53901

COLUMBIA COUNTY FINANCE COMMITTEE MINUTES MARCH 10, 2022

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

ALSO PRESENT: County Board Chair Vern E. Gove, Lois Schepp, Shonna Neary, Joseph Ruf III, Chris Hardy, Heather Gove, Dave Drews, Kurt Calkins, Cathy Karls, Stacy Opalewski, Ellen Pulver, Steve Kerns, Joyce Jansen, and Claire Hinickle

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

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

PUBLIC INPUT

Ellen Pulver, Secretary of the Columbia County ATV/UTV Enthusiasts gave input on the County Ordinance 9.13: ATV/UTV Highway Access Control.

MINUTES

MOTION: On motion by Wingers, second by Foley, the minutes from the January 13, 2022 Finance Committee meeting was approved.

VOUCHERS

MOTION: On motion by Foley, second by Wingers, monthly expenditures for January 12, 2022 through March 3, 2022 for the Treasurer's Office for a total of \$5,844.74 and the Accounting Department for a total of \$67,877.40 were approved.

Total Treasurer/Accounting/CDBG Projects/Community Action Council: \$73,722.14

MOTION: On motion by Wingers, second by Polzer, the monthly disbursement journal (all departments) from January 12, 2022 through March 3, 2022 was approved for a total of \$8,175,790.53.

MOTION: On motion by Foley, second by Wingers, County Board Payroll was approved for a total of \$11,158.33.

- January meetings paid in February, 2022 - \$8,477.72
- February meetings paid in March, 2022 - \$2,680.61

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HHS – POSITION REQUEST/RESOLUTION – CREATE COMMUNITY HEALTH WORKER POSITION AND TRANSFER FUNDS FOR COMPENSATION

Health & Human Services Director Heather Gove presented the request for a new position. The Community Health Worker would help the department to start recovering from COVID-19 duties. The Public Workforce Development Grant would fund the position. The position will be eliminated once grant funding ends.

MOTION: On motion by Wingers, second by Polzer, the Committee approved the request for a Community Health Worker.

MOTION: On motion by Wingers, second by Polzer, the Committee approved the Resolution-Create Community Health Worker Position.

HHS – POSITION REQUEST/RESOLUTION – CREATE SOCIAL WORKER POSITION AND TRANSFER FUNDS FOR COMPENSATION

The Birth-3 position is currently part of the Children's Disability Coordinator duties. The Children's Disability Coordinator is retiring this year and Director Gove wants to create a separate Birth-3 Social Worker to solely cover Birth-3 cases.

MOTION: On motion by Wingers, second by Polzer, the Committee approved the request for a Birth-3 Social Worker position.

MOTION: On motion by Polzer, second by Foley, the Committee approved the Resolution-Create Social Worker Position and Transfer Funds for Compensation to transfer \$55,300 from the 2022 General Fund Account No. 100.388100 to the 2022 HHS Account No. 4530.

MIS – OUT OF STATE CONFERENCE

MIS Director Dave Drews is requesting to use \$1,000 from within the Training/Conventions Account for the out-of-state Spillman Conference. During the 2022 budget process, \$1,000 was cut from out-of-state training and now there isn't enough funds to cover the cost.

MOTION: On motion by Foley, second by Wingers, the Committee approved using \$1,000 within the Training/Conventions Account for the out-of-state training.

MIS – LINE ITEM TRANSFER/CHANGE IN OUTLAY

Line Item Transfer

The County is reaching the maximum capacity with internet bandwidth. The County moved forward with cloud solutions which is requiring additional internet bandwidth. With this upgrade, the County will be utilizing the maximum bandwidth for its current equipment.

MOTION: On motion by Foley, second by Wingers, the Committee approved the request to transfer \$13,000 from the Capital Outlay Account to the Internet Access Account to increase bandwidth.

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Change in Outlay

The wireless upgrade for this year came in higher than budgeted.

MOTION: On motion by Wingers, second by Polzer, the Committee approved the request to transfer \$5,000 from Servers to Wireless Upgrade to cover the cost of the wireless upgrade.

TREASURER – REVIEW/APPROVE 2021 ANNUAL REPORT

County Treasurer Stacy Opalewski presented the 2021 Annual Report.

MOTION: On motion by Foley, second by Wingers, the 2021 Annual Report for the County Treasurer's Department was approved.

TREASURER – POSITION REPLACEMENT REQUEST-ADMINISTRATIVE ASSISTANT

MOTION: On motion by Wingers, second by Rohrbeck, the Committee approved the request to fill the vacant Administrative Assistant position due to resignation.

LAND & WATER – RESOLUTION-TRANSFER FUNDS FOR PART-TIME ADMINISTRATIVE ASSISTANT

Land & Water Director Kurt Calkins explained that during the 2022 Budget process, \$30,070 was transferred into the 2022 Contingency Fund for a new part-time Administrative Assistant to support the Agricultural Outreach Specialist.

MOTION: On motion by Foley, second by Wingers, the Committee approved the Resolution to transfer \$30,070 from the 2022 Contingency Fund Account No. 9997 to the 2022 Ag Outreach Account No. 6790.

AMEND LTE RATE

Accounting Supervisor/Project Manger Shonna Neary, Land & Water Director Kurt Calkins, and Highway Commissioner Chris Hardy explained that the LTE rates have not been updated since 2014. They are requesting to increase the rates for the following positions to stay competitive in the market:

•	Accounting LTE increase from \$14.00 to \$16.00 per hour
•	Land & Water LTE increase from \$14.00 to \$16.00 per hour
•	Planning & Zoning LTE increase from \$14.00 to \$16.00 per hour
•	Highway LTs increase from \$14.00 to \$16.00 per hour
•	Highway LTEs-CDL increase from \$16.00 to \$21.00 per hour

MOTION: On motion by Wingers, second by Polzer, the Committee approved increasing the above LTE rates.

HIGHWAY – LINE ITEM TRANSFERS

MOTION: On motion by Wingers, second by Polzer, the Committee approved the request to transfer \$23,650 from the Highway Unrestricted Account to the Capital Outlay-Machinery & Equipment Account to cover the cost to replace the tri-axle truck.

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MOTION: On motion by Foley, second by Wingers, the Committee approved the request to transfer \$10,000 from the Highway Unrestricted Account to the Capital Outlay-Machinery & Equipment Account to cover the price increase for the four (4) quad axle trucks that will be traded in for the four (4) current quad axle trucks.

MOTION: On motion by Foley, second by Wingers, the Committee approved the request to transfer \$30,000 from the CTH Maintenance-Operating Expense Account to the CTH Maintenance-ATV Route Signs Account to cover the expenses for ATV/UTV route signage.

HIGHWAY – AMEND COUNTY ORDINANCE 9.13: ATV AND/OR UTV HIGHWAY ACCESS CONTROL

MOTION: On motion by Polzer, second by Wingers, the Committee approved to amend the Ordinance.

CORPORATION COUNSEL – RESOLUTION-2021 OVERDRAWN ACCOUNTS

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

MOTION: On motion by Wingers, second by Polzer, the Committee approved the Resolution to transfer \$58,200 from the pre-closing General Fund Account No. 100.388100 to the Corporation Counsel Account No. 1640.

HUMAN RESOURCES – RESOLUTION-ESTABLISHING 2023-2026 TOTAL ANNUAL COMPENSATION OF SHERIFF AND CLERK OF COURTS

MOTION: On motion by Foley, second by Wingers, the Committee approved the following to be included in the 2023-2026 budgets:

	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>
Sheriff	\$111,458.26	\$115,359.30	\$119,396.87	\$123,575.77
Clerk of Court	\$77,546.60	\$80,260.73	\$83,069.86	\$85,977.30

HUMAN RESOURCES – RESOLUTION-2021 OVERDRAWN ACCOUNTS

Human Resources Director Joseph Ruf III explained that the overage is due to the cost of contracted attorney fees.

MOTION: On motion by Foley, second by Polzer, the Committee approved the Resolution to transfer \$23,775 from the pre-closing General Fund Account No. 100.388100 to the Human Resources & Personnel Account No. 1431.

RESOLUTION – DEDICATE COLUMBIA COUNTY ADMINISTRATION BUILDING ROOM 116

The Resolution to name Room No. 116 the Vern E. Gove County Boardroom was discussed. Chair Gove has served as a Columbia County Board Supervisor for 16 years and has been the longest serving County Board Chairman in Columbia County history, serving 4 consecutive terms. He has also led Columbia County through many projects, as well as the COVID-19 pandemic.

MOTION: On motion by Polzer, second by Foley, the Committee approved the Resolution to name Room No. 116 the Vern E. Gove County Boardroom.

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COUNTY BOARD – RESOLUTION-2021 OVERDRAWN ACCOUNTS

The primary reason for the budget shortage was increased participation at the WCA Conference and the need for additional committee meetings.

MOTION: On motion by Polzer, second by Wingers, the Committee approved the Resolution to transfer \$5,625 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

Other than what was previously discussed, no line item transfers/change in outlay were discussed.

AMERICAN RESCUE PLAN ACT OF 2021

Accounting Supervisor/Project Manager Shonna Neary gave an update on ARPA Funding. All expenditures must be completed by December 31, 2024.

ANNUAL MILEAGE FORMS

The Committee reviewed the Vehicle Mileage Report. Per County Board Ordinance, this report will go to the Finance and Executive Committees annually for review.

ACCOUNTING POSITION DESCRIPTION UPDATES

Accounting Supervisor/Project Manager Shonna Neary explained updates made to the following Accounting position descriptions:

- Assistant Comptroller
- Accounting Supervisor
- Office Manager
- Accounting Assistant
- Accounting Supervisor-Project Manager
- Senior Staff Accountant
- Accountant I
- Accounting Aide

MOTION: On motion by Polzer, second by Foley, the Committee approved the updates to all of the Accounting position descriptions.

UPDATE ON CDBG/RLF-CLOSE/REVIEW BIDS AND FINALIZE PROJECTS

Highway Commissioner Chris Hardy gave an update on the Highway, Health Care Center and Elevator Projects. There will also be a public hearing held at the Revolving Loan Fund Committee meeting on March 16, 2022 prior to County Board to discuss the projects.

UPDATE ON TRAININGS

Comptroller Lois Schepp updated the Committee on the Accounting staff trainings.

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ACCOUNTING – REVIEW/APPROVE 2021 ANNUAL REPORT

Comptroller Lois Schepp presented the 2021 Annual Report.

MOTION: On motion by Foley, second by Polzer, the Committee approved the 2021 Annual Report for the Accounting Department.

2023 BUDGET DEVELOPMENT CALENDAR


MOTION: On motion by Rohrbeck, second by Polzer, the Committee approved the 2023 Budget Development Calendar.

ADJOURNMENT

MOTION: On motion by Wingers, second by Foley, the meeting was adjourned at 9:30 a.m.

Next Meeting: April 14, 2022

Respectfully Submitted:



JoAnn Wingers, Finance Committee Secretary



Sarah Parker, Recording Secretary

CC: Finance Committee
County Board Chair
Lois Schepp

Joseph Ruf III
Susan M. Moll
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