



# COLUMBIA COUNTY

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## COLUMBIA COUNTY FINANCE COMMITTEE MINUTES MARCH 11, 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, Supervisor Eric Shimpach, Lois Schepp, Shonna Neary, Joseph Ruf III, Brenda Yaskal, Greg Kaminski, Stacy Opalewski, Amy Yamriska, Dave Drews, Heather Gove, Cathy Karls, Cory Wiegel, Roger Brandner, Greg Bisch, and Jim Stilson

The meeting was called to order at 8:02 a.m. and was properly noticed and published.

**MOTION:** On motion by Koch, second by Wingers, the revised II agenda was approved.

### MINUTES

**MOTION:** On motion by Foley, second by Polzer, the minutes from the January 14, 2021 Finance Committee meeting were approved.

### VOUCHERS

**MOTION:** On motion by Foley, second by Polzer, monthly expenditures for January 8 through March 8, 2021 for the Treasurer's Office for a total of \$2,439.96, the Accounting Department for a total of \$28,724.38, and Community Action Council for a total of \$7,500 were approved.

Total Treasurer/Accounting/Community Action Council: \$38,664.34

**MOTION:** On motion by Wingers, second by Foley, the monthly disbursement journal (all departments) from January 8 through March 8, 2021 was approved for a total of \$8,533,729.73.

**MOTION:** On motion by Foley, second by Polzer, County Board Payroll was approved for a total of \$9,376.88.

- January meetings paid in February, 2021 - \$6,674.00
- February meetings paid in March, 2021 - \$2,702.88

### CHCC – CHANGE IN OUTLAY AND LINE ITEM TRANSFER

Columbia Health Care Center Administrator Amy Yamriska presented the requests.

### **CHANGE IN OUTLAY**

The hot water heater that services the kitchen failed and required immediate replacement.

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MOTION: On motion by Koch, second by Foley, the Committee approved the request to transfer \$4,710 from the Heat Pump/Laundry Carts account to the Kitchen Hot Water Heater account.

**LINE ITEM TRANSFER**

Due to COVID-19, and families not being able to visit, there have been more phone calls for the residents. They are requesting to purchase four (4) additional phones for each neighborhood so residents and staff have access to phones.

MOTION: On motion by Koch, second by Wingers, the Committee approved the request to transfer \$2,700 from the Nursing account to the Building Improvement account to purchase four (4) wireless phones.

SOLID WASTE – LINE ITEM TRANSFER

Solid Waste Director Greg Kaminski presented the request to upgrade the department flip phones to smart phones.

MOTION: On motion by Koch, second by Foley, the Committee approved the request to transfer \$1,000 from the Training/Conventions account and \$1,700 from the Wire/Twine account to the Telephone account to purchase smart phones.

SOLID WASTE – RESOLUTION-2020 OVERDRAWN ACCOUNTS

The 2020 Solid Waste accounts have a net overdrawn balance of \$74,395, due primarily to increased disposal costs of garbage from more people staying home because of COVID-19.

MOTION: On motion by Foley, second by Wingers, the Committee approved the Resolution to transfer \$74,395 from the 2020 pre-closing General Fund account #100.388100 to Solid Waste Account Numbers 3630-3632.

DISTRICT ATTORNEY – CHANGE IN OUTLAY

District Attorney Brenda Yaskal explained the request for a laptop for the special prosecutor and any future interns.

MOTION: On motion by Rohrbeck, second by Wingers, the Committee approved the request to transfer \$1,370 from the Printer/DVD Copy Tower account to the Laptop/Docking Station account for the special prosecutor/intern. Once it is no longer in use, it needs to be returned to MIS. Approval not unanimous.

DISTRICT ATTORNEY – UPDATE ON VICTIM WITNESS FUNDING

Victim Witness gets reimbursed by the state for a percentage of the work done. This year, the County is getting a much lower percentage. Due to COVID-19, and fewer court cases, there is less money to reimburse. This is being seen across the state.

MIS – CHANGE IN OUTLAY AND LINE ITEM TRANSFER

**CHANGE IN OUTLAY**

MIS Director Dave Drews presented the request for a new security device which will allow supervisors and county employees external access to the county network. The requested amount is \$30,000.

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MOTION: On motion by Koch, second by Polzer, the Committee approved the request to transfer no more than the exact amount of the expense from the Information Technology Capital Outlay account to the LEC-John Roche Community Room AV account.

**LINE ITEM TRANSFER**

Draws explained that the vendor changed their licensing structure. The budgeted amount for the County backup server is split between two accounts, but now will be paid from one account.

MOTION: On motion by Koch, second by Polzer, the Committee approved the request to transfer \$8,300 from the Software Maintenance account to the Other Equipment Maintenance account.

RESOLUTION – TRANSFER FUNDS FOR CONTRACT COURT REPORTERS

Human Resources/Corporation Counsel Director Joseph Ruf III explained that the Court Commissioner is in need of a court reporter. They will be contracting out a court reporter one (1) day per week. The \$6,500 currently in the Court Commissioner budget will only provide a court reporter through July 2, 2021. They are requesting \$13,000 to ensure coverage from July-December 2021. Funding for this contract will need to be reviewed during the 2022 budget process.

MOTION: On motion by Koch, second by Polzer, the Committee approved the Resolution to transfer \$13,000 from the Contingency Fund Account No. 9997 to the County Court Commissioner Account No. 1240.

SHERIFF – CAMERA SYSTEM FUNDING

Sheriff Roger Brandner and Facilities Management Director Cory Wiegel explained to the Committee that the cameras in the jail are starting to fail and the camera system is becoming obsolete. They are proposing to replace the camera system by replacing four (4) of the cameras now and the remaining ten (10) cameras within a 2-3 year timeframe. The Committee stated that it is important to complete the entire project right away. The total amount of the project is \$213,000.

MOTION: On motion by Polzer, second by Foley, the Committee approved completing the camera system by using \$150,000 from the Capital Improvements account and the remainder of the balance from the Jail Inmate Trust account.

REVIEW/APPROVE 2020 ANNUAL REPORT – TREASURER

County Treasurer Stacy Opalewski presented the 2020 Annual Report.

MOTION: On motion by Foley, second by Polzer, the 2020 Annual Report for the County Treasurer's Department was approved.

COUNTY BOARD – CHANGE IN OUTLAY

County Board Chair Gove explained the request for plexiglass dividers in the County Board Room to go between the County Board Supervisors.

MOTION: On motion by Polzer, second by Koch, the Committee approved the request to transfer \$950 from the Office Remodel account to the County Board Room Dividers account.

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HHS – LINE ITEM TRANSFER

Health & Human Services Director Heather Gove explained that the request would allow Behavioral Health and Long-Term Support staff to enroll in the training at a reasonable cost. There is grant funding to put towards this training.

MOTION: On motion by Polzer, second by Koch, the Committee approved the request to transfer \$2,850 from the Contracted Services – Under 18 account to the Program Costs account to allow staff to enroll in the UW-Green Bay Partnership.

HHS – POSITION REPLACEMENT REQUEST FOR ADRC I&A WORKER

MOTION: On motion by Koch, second by Polzer, the Committee approved filling the Information & Assistant Specialist position due to a resignation.

HHS – POSITION REPLACEMENT REQUEST TO INCREASE ADRC I&A POSITION TO FULL-TIME

MOTION: On motion by Foley, second by Koch, the Committee approved increasing the hours of the Information Assistant Specialist from 28.25 to 37.5 hours by using grant funding.

HHS – POSITION REPLACEMENT REQUEST FOR ADRC DISABILITY BENEFIT SPECIALIST

MOTION: On motion by Polzer, second by Koch, the Committee approved filling the position due to a retirement, changing the position from half Information & Assistant Specialist and half Disability Benefits Specialist to full-time Disability Benefits specialist, and reclassifying the position from Grade J to Grade H.

HHS – REQUEST FOR LTE PUBLIC HEALTH NURSE/HOURLY RATE

This is a new position to help with the Vaccine Clinic. It will be paid with COVID-19 Cares Act funding.

MOTION: On motion by Polzer, second by Foley, the Committee approved the LTE Public Health Nurse position and hourly rate.

CLOSED SESSION

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MOTION: On motion by Polzer, second by Wingers, the committee went into closed session at 9:16 a.m. pursuant to sec. 19.85(1)(e), Wis. Stats., deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. [HHS – Assistant Director of ADRC Compensation; Facilities Management Department Management and Organization; Facilities Management Department Operations Manager Compensation; Land Information Director Compensation].

ROLL CALL VOTE: Ayes: 5, as follows: Rohrbeck, Polzer, Foley, Koch, and Wingers  
Noes: 0

Supervisor Polzer left the meeting at 11:00 a.m.

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OPEN SESSION

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MOTION: On motion by Foley, second by Wingers, and unanimous committee approval, the meeting reconvened in open session at 11:35 a.m.

\*HHS – ASSISTANT DIRECTOR OF ADRC COMPENSATION

MOTION: On motion by Rohrbeck, second by Koch, the Committee approved reclassifying the Assistant Director of ADRC position from Grade K to Grade L.

\*FACILITIES MANAGEMENT DEPARTMENT MANAGEMENT AND ORGANIZATION/\*FACILITIES MANAGEMENT DEPARTMENT OPERATIONS MANAGER COMPENSATION

MOTION: On motion by Rohrbeck, second by Wingers, the Committee approved the following:

- Reclassify Mechanical Maintenance Engineer-Grade L, Step 11 to Maintenance Mechanic-Grade H, Step 11
- Reclassify Facilities Supervisor-Grade I, Step 3 to Operations Manager-Grade L, Step 8

\*LAND INFORMATION DIRECTOR COMPENSATION

MOTION: On motion by Foley, second by Wingers, the Committee approved reclassifying the Land Information Director from Grade O, Step 10 to Grade Q, Step 9. Approval not unanimous.

RESOLUTION – TRANSFER FUNDS FOR LAND INFORMATION DIRECTOR COMPENSATION

The current County Land Information Director is an essential participant in numerous County operations. Moving him from Grade O to Grade Q will more fairly compensate the Director and increase the County's ability to retain a key employee. The additional funds will need to come out of the Contingency Fund.

MOTION: On motion by Foley, second by Wingers, the Committee approved the Resolution to transfer \$7,336 from the Contingency Fund Account No. 9997 to the County Land Information Department Account No. 1720. Approval not unanimous.

LINE ITEM TRANSFERS/CHANGE IN OUTLAY

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

REVIEW/APPROVE 2020 ANNUAL REPORT – ACCOUNTING

Comptroller Lois Schepp presented the 2020 Annual Report.

MOTION: On motion by Foley, second by Koch, the Committee approved the 2020 Annual Report for the Accounting Department.

2022 BUDGET DEVELOPMENT CALENDAR

MOTION: On motion by Wingers, second by Foley, the 2022 Budget Development Calendar was approved.

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PRELIMINARY 2020 FINANCIAL ANALYSIS

Schepp gave an overview on the Financial Analysis.

ADJOURNMENT

MOTION: On motion by Foley, second by Wingers, the meeting was adjourned at 11:40 a.m.

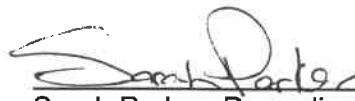
Next Meeting: April 15, 2021

Respectfully Submitted:



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JoAnn Wingers, Finance Committee Secretary



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Sarah Parker, Recording Secretary

CC: Finance Committee  
County Board Chair  
Lois Schepp

Joseph Ruf III  
Susan M. Moll  
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