



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 12, 2020

MEMBERS PRESENT: Chairman Dan F. Drew, Supervisors James E. Foley, Barry Pufahl, JoAnn Wingers, and Matthew L. Rohrbeck

ALSO PRESENT: County Board Chair Vern E. Gove, Supervisor Tom Borgkvist, Lois Schepp, Shonna Neary, Amy Yamriska, Susan Raimer, Julie Kayartz, Greg Kaminski, Joseph Ruf III, Rebekka Cary, David Drews, Cory Wiegel, Katie Day, Brian Hextell (PMA), Sara Schnoor (PMA), Kate Young, Ashley Jahn, Cathy Karls, Karen Manske, and Jodi Burmania

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

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

MINUTES

MOTION: On motion by Pufahl, second by Wingers, the following Finance Committee meeting minutes were approved:

- January 9, 2020
- January 15, 2020

VOUCHERS

MOTION: On motion by Wingers, second by Foley, monthly expenditures for the Treasurer's Office from January 8 through March 5, 2020 were approved for a total of \$2,310.56.

MOTION: On motion by Wingers, second by Foley, monthly expenditures for the Accounting Department from January 8 through March 5, 2020 were approved for a total of \$9,621.

MOTION: On motion by Wingers, second by Foley, monthly expenditures for the Accounting Department/Community Action Council from January 8 through March 5, 2020 were approved for a total of \$7,500.

Total Treasurer/Accounting/Community Action Council: \$19,431.56

MOTION: On motion by Foley, second by Wingers, the monthly disbursement journal (all departments) from January 8 through March 5, 2020 was approved for a total of \$8,023,456.38.

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MOTION: On motion by Wingers, second by Foley, County Board Payroll was approved for a total of \$8,186.33 as follows:

- January meetings paid in February, 2020 - \$5,456.93
- February meetings paid in March, 2020 - \$2,729.40

CHCC – WATER METERING SYSTEM REPLACEMENT

Health Care Center Administrator Amy Yamriska explained the need to replace the water metering pit. Bids on an above ground fiberglass enclosure with piping inside will be needed for spring.

CHCC – LINE ITEM TRANSFER/CHANGE IN OUTLAY

Line Item Transfer

Amy Yamriska reported on washing machine repairs that were made. The repairs cost more than the budgeted amount.

MOTION: On motion by Pufahl, second by Wingers, the Committee approved the request to transfer \$2,500 from the Environmental Services-Linens account to the Environmental Services-Equipment Maintenance account for the washing machine repairs.

Change in Outlay

Amy Yamriska explained the need for new flooring in the Administrator's house due to normal wear and tear. Funds will be used from the used plow truck budget in Plant Operations Capital Outlay.

MOTION: On motion by Pufahl, second by Wingers, the Committee approved transferring an amount not to exceed \$6,000 from 8010.844000.006 to 8010.833000.008 to purchase flooring for the Administrator's House.

RESOLUTION – 2019 OVERDRAWN CLERK OF COURTS AND REGISTER IN PROBATE ACCOUNTS

Clerk of Courts Susan Raimer explained that the overdrawn amount is due primarily to Jury Fees and a shortage in Fines & Forfeitures Revenue.

Register in Probate Julie Kayartz explained that the overdrawn amount is due primarily to a high volume of cases that require a higher cost for Guardian Ad Litem Fees.

MOTION: On motion by Wingers, second by Rohrbeck, the resolution to transfer \$6,960 from the pre-closing General Fund to the Clerk of Courts account and \$22,570 from the pre-closing General Fund to the Register in Probate account for a total of \$29,530 was approved.

SOLID WASTE – CHANGE IN OUTLAY

Solid Waste Director Greg Kaminski explained an emergency purchase for a used forklift (\$18,000), a grapple bucket for the skid steer (\$4,500) and a welder (\$3,000). The purchase of the rear load truck from Refuse Capital Outlay will be postponed to 2021.

MOTION: On motion by Pufahl, second by Rohrbeck, the Committee approved the transfer of \$26,000 from the rear load truck to purchase a used forklift, grapple bucket and welder.

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RESOLUTION – 2019 OVERDRAWN SOLID WASTE ACCOUNT

Greg Kaminski explained that the overdrawn amount is due primarily to:

- Continued downturn in recycling markets
- Increased residual/trash generated by recycling garbage
- Unanticipated equipment repairs
- Use of contracted staffing and overtime

MOTION: On motion by Wingers, second by Rohrbeck, the resolution to transfer \$356,770 from the pre-closing General Fund account to the Solid Waste account was approved.

RESOLUTION – 2019 OVERDRAWN CAPITAL PROJECTS ACCOUNT

HR Director/Corporation Counsel Joseph Ruf III explained that the overdrawn amount is due to higher than anticipated costs for outside legal counsel to represent Columbia County in State and Federal litigation related to the County's eminent domain acquisition of property as a part of the County's 2014-2018 building project.

The amount presented to the Committee was \$37,630. An additional \$172,040 was included for the Gruber Automotive settlement dated March 11, 2020. The amended amount is \$209,670.

MOTION: On motion by Foley, second by Wingers, the Committee approved the transfer of the amended amount of \$209,670 from the pre-closing General Fund account to the Capital Projects account.

RESOLUTION – 2019 OVERDRAWN HUMAN RESOURCES ACCOUNT

Joseph Ruf III explained that the overdrawn amount is due to higher than anticipated costs to retain outside legal counsel to assist Columbia County in the resolution of several complex and sensitive personnel matters.

MOTION: On motion by Wingers, second by Rohrbeck, the resolution to transfer \$37,250 from the pre-closing General Fund account to the Human Resources & Personnel account was approved.

RESOLUTION – 2021-2024 ELECTED OFFICIALS SALARY

The Committee reviewed the resolution to establish compensation for county elected officials for 2021-2024 as follows:

	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
County Clerk	\$83,682.56	\$85,592.00	\$85,592.00	\$85,592.00
County Treasurer	\$81,848.00	\$83,682.56	\$83,682.56	\$83,682.56
Register of Deeds	\$80,019.68	\$81,791.84	\$83,682.56	\$83,682.56
Sheriff	\$98,823.66	\$101,294.25		
Clerk of Court	\$81,285.00	\$83,317.13		

Register of Deeds Karen Manske reported on the activities and operations of the Register of Deeds Office.

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Further discussion was held and an amended compensation schedule was presented as follows:

	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
County Clerk	\$83,682.56	\$83,682.56	\$85,592.00	\$85,592.00
County Treasurer	\$81,848.00	\$81,848.00	\$83,682.56	\$83,682.56
Register of Deeds	\$81,848.00	\$81,848.00	\$83,682.56	\$83,682.56
Sheriff	\$98,823.66	\$101,294.25		
Clerk of Court	\$81,285.00	\$83,317.13		

MOTION: On motion by Rohrbeck, second by Pufahl, the Committee approved the amended resolution Establishing 2021-2024 Total Annual Compensation for Elected Officials. The resolution will be presented to the full County Board for consideration/approval at the March 18, 2020 board meeting.

VETERANS SERVICE OFFICE – NEW POSITION REQUEST – LIMITED TERM EMPLOYEE

Veterans Service Officer Rebekka Cary presented the request for a part-time LTE to help with administrative tasks. The funds for the position would need to be established. A resolution to transfer from the General Fund would be needed.

MOTION: On motion by Pufahl, second by Foley, the Committee approved the part-time LTE position. A resolution will be presented to County Board for the funding.

MIS – LINE ITEM TRANSFER/CHANGE IN OUTLAY

Line Item Transfer

MIS Director David Drews explained the need to replace software for archiving email. Funds are available from the servers budgeted in Capital Outlay.

MOTION: On motion by Foley, second by Wingers, the Committee approved the request to transfer \$10,000 from 8000.844000.152 to 1451.534315 for the email archiving software.

Change in Outlay

David Drews explained the need for additional requirements for the Phone System upgrade at the Highway Department. Funds are available from the servers budgeted in Capital Outlay.

MOTION: On motion by Wingers, second by Foley, the Committee approved the transfer of \$8,951 from server replacements to phone system in Capital Outlay for additional phone system requirements.

FACILITIES MANAGEMENT – LINE ITEM TRANSFERS

Facilities Management Director Cory Wiegel explained the boiler combustion analysis has been part of Equipment Repairs and, in the future, will be part of Contracted Services. A three-year contract will be signed. He would like all three years to come out of Contracted Services.

MOTION: On motion by Pufahl, second by Foley, the Committee approved the request to transfer \$1,300 from 1942.532100 to 1942.521100 and to transfer \$3,880 from 1944.532100 to 1944.521100 for the boiler combustion analysis contract.

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RESOLUTION – 2019 OVERDRAWN HEALTH & HUMAN SERVICES ACCOUNT

Health & Human Services (HHS) Acting Director Katie Day explained that the overdrawn amount is due primarily to:

- Mental Health Institutional costs
- Juvenile placements

MOTION: On motion by Foley, second by Wingers, the resolution to transfer \$62,000 from HHS Reserves and \$440,951 from the pre-closing General Fund to HHS Fund account for a total of \$502,951 was approved.

HHS – POSITION REQUEST – INCREASE HOURS FROM 37.5 TO 40 PER WEEK – DRUG TREATMENT COURT PROGRAM COORDINATOR & OWI TREATMENT COORDINATOR

Katie Day explained the need to increase the Drug Treatment Coordinator and OWI Treatment Coordinator positions from 37.5 to 40 hours per week. The funding would be provided from money already in the budget.

MOTION: On motion by Foley, second by Pufahl, the Committee approved increasing the Drug Treatment and OWI Treatment Coordinators hours from 37.5 to 40 per week.

HHS – POSITION REQUEST – INCREASE HOURS FROM 37.5 TO 40 PER WEEK – ELDERLY BENEFITS SPECIALIST

Katie Day explained that the ADRC will receive additional funding that would allow more people to be served. She requested the Elderly Benefit Specialist's hours to be increased from 37.5 to 40 hours per week through September 30, 2020. The funding would be provided from additional funds to be received.

MOTION: On motion by Pufahl, second by Wingers, the Committee approved increasing the Elderly Benefit Specialist's hours from 37.5 to 40 per week through September 30, 2020.

UPDATE BY PMA ON MANAGED PORTFOLIO PERFORMANCE

Brian Hextell and Sarah Schnoor from PMA gave an update on the Investment Portfolio.

REVIEW/APPROVE 2019 ANNUAL REPORT – TREASURER

County Treasurer Deborah Raimer presented the 2019 Annual Report.

MOTION: On motion by Pufahl, second by Wingers, the 2019 Annual Report for the County Treasurer's Department was approved.

LINE ITEM TRANSFERS/CHANGE IN OUTLAY

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

REVIEW/APPROVE 2019 ANNUAL REPORT – ACCOUNTING

Comptroller Lois Schepp presented the 2019 Annual Report.

MOTION: On motion by Foley, second by Pufahl, the 2019 Annual Report for the Accounting Department was approved.

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2021 BUDGET DEVELOPMENT CALENDAR

MOTION: On motion by Rohrbeck, second by Wingers, the 2021 Budget Development Calendar was approved.

ADJOURNMENT

MOTION: On motion by Rohrbeck, second by Foley, the meeting was adjourned at 10:35 a.m.

Next Meeting: April 9, 2020

Respectfully Submitted:



Matthew L. Rohrbeck, Finance Committee Secretary



Cortney McRea, Recording Secretary

CC: Finance Committee
County Board Chair
Lois Schepp

Joseph Ruf III
Susan M. Moll
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