



**COLUMBIA COUNTY
FINANCE COMMITTEE MINUTES
MARCH 13, 2024**

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

ALSO PRESENT: County Board Chair Chris Polzer (by conference call), Shonna Neary, Sarah Parker, Joseph Ruf III, Heather Gove, Jesica Walter, Amy Yamriska, Julie Kayartz, Greg Kaminski, Jason Willemarck, Stacy Opalewski, James Stilson, Don Nichols, Judge Voigt, 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 Richmond, second by Miller, the following Finance Committee meeting minutes were approved:

- December 8, 2023
- January 10, 2024

VOUCHERS

MOTION: On motion by Miller, second by Richmond, monthly expenditures for January 5, 2024 through March 7, 2024 for the Treasurer's Office for a total of \$4,739.04 and the Accounting Department for a total of \$13,472.92 were approved.

Total Treasurer/Accounting/Single Audit/Community Action Council: \$18,211.96

MOTION: On motion by Richmond, second by Miller, the monthly disbursement journal (all departments) from January 5, 2024 through March 7, 2024 was approved for a total of \$10,389,608.78.

MOTION: On motion by Miller, second by Richmond, County Board Payroll was approved for a total of \$14,599.85.

- January meetings paid in February, 2024 - \$7,944.35
- February meetings paid in March, 2024 - \$6,655.50

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HEALTH CARE CENTER – CHANGE IN OUTLAY

Health Care Center Administrator Amy Yamriska explained the need for a cordless press tool kit due to increasing leaks in the copper piping.

MOTION: On motion by Miller, second by Brusveen, the Committee approved the Change in Outlay of \$4,000 from the Housekeeping-Floor Scrubber to Plant Operations-Cordless Press Tool Kit.

COURT OPERATIONS – RESOLUTION-COMPENSATION FOR JURY BAILIFF TRAINING

Clerk of Courts Julie Kayartz explained that due to the number of new bailiffs, they are requesting current and newly appointed jury bailiffs attend periodic training. Jury bailiffs will receive \$30 per day compensation plus mileage.

MOTION: On motion by Miller, second by Richmond, the Committee approved the Compensation for Jury Bailiff Training Resolution with an estimated cost of \$600 to be accounted for in Circuit Court Operations, business unit 1220.

SOLID WASTE – LINE ITEM TRANSFER

Solid Waste Director Greg Kaminski explained the cost for the forklift came in higher than what was budgeted.

MOTION: On motion by Miller, second by Richmond, the Committee approved the request to transfer \$5,400 from Recycling-Wire/Twine to Recycling-Capital Outlay to cover the shortfall of the forklift.

FACILITIES MANAGEMENT – CHANGE IN OUTLAY

Facilities Management Director Jason Willemarck explained the boiler hot water heater expansion tanks have failed and are leaking.

MOTION: On motion by Miller, second by Brusveen, the Committee approved the Jail Maintenance Change in Outlay of \$15,870 from the Walk In Cooler/Freezer Unit Replacement to the Boiler Hot Water Expansion Tank Replacement to replace the tanks.

HHS – POSITION REQUEST-LTE INDEPENDENT LIVING SUPPORT PILOT PROGRAM SPECIALIST

Health & Human Services Director Heather Gove is requesting an Independent Living Support Pilot Program Specialist LTE from April 1, 2024 and concluding March 31, 2025. The position would be 978.75 hours in the year and the program would be fully funded through the American Rescue Plan Act (ARPA).

MOTION: On motion by Brusveen, second by Miller, the Committee approved the Independent Living Support Pilot Program Specialist LTE to be funded through ARPA April 1, 2024 and concluding March 31, 2025.

HHS – LINE ITEM TRANSFER

Gove is requesting to upgrade the current case noting software to allow the creation of forms in order to go paperless.

MOTION: On motion by Richmond, second by Miller, the Committee approved the request to transfer \$1,350 from PH Preparedness-Program Costs to PH Preparedness-Software Maintenance to upgrade the case noting software.

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HHS – OWI/DRUG COURT OUT OF STATE TRAINING

As part of the OWI and Drug Treatment Court budgets, two (2) employees were going to attend the national conference. The Drug Treatment Court employee is unable to attend. Gove requested Judge Voigt attend in place of the employee.

MOTION: On motion by Miller, second by Richmond, the Committee approved the out of state training request for Judge Voigt to attend the national conference.

HHS – DCF OUT OF STATE TRAVEL

Gove informed the Committee per County Ordinance Section 6.09, out of state travel needs approval from the Governing and Finance Committees. An employee will be traveling to Connecticut for child placement as well as Illinois for reunification. The County is required to do this per statute and cover all expenses.

TREASURER'S REPORT

County Treasurer Stacy Opalewski gave an overview on investments and interest rates. Interest rates dropped .01%, but continue to remain higher than budgeted.

TREASURER – REVIEW/APPROVE 2023 ANNUAL REPORT

Opalewski presented the 2023 Annual Report.

MOTION: On motion by Brusveen, second by Miller, the Committee approved the 2023 Annual Report for the County Treasurer's Department.

TREASURER – LINE ITEM TRANSFER

Opalewski explained they will be charged an annual maintenance fee for their Additional Fee's Application. The annual fee will be approximately \$600.

MOTION: On motion by Miller, second by Richmond, the Committee approved the request to transfer \$590 from Treasurer-Contracted Services to Treasurer-Software Maintenance to cover the cost of the maintenance fee.

TREASURER – UPDATE ACCOUNTING ASSISTANT/CHIEF DEPUTY JOB DESCRIPTION

Opalewski presented a revised job description for the Chief Deputy, including the addition of Accounting Assistant to the title. This will go to the Human Resources Committee in April for approval.

MOTION: On motion by Miller, second by Richmond, the Committee approved the updated Accounting Assistant/Chief Deputy job description with recommended changes.

TREASURER – POSITION REPLACEMENT REQUEST-ADMINISTRATIVE ASSISTANT

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

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TREASURER – REQUEST TO PURCHASE TOWN OF COURTLAND PARCEL NO. 290.2

Opalewski explained the request for parcel 290.2 to be transferred to the adjacent owner.

MOTION: On motion by Richmond, second by Miller, the Committee approved transferring Parcel No. 290.2 to the adjacent owner.

HUMAN RESOURCES – RESOLUTION-ESTABLISHING 2025-2028 TOTAL ANNUAL COMPENSATION OF ELECTED OFFICIALS

MOTION: On motion by Miller, second by Brusveen, the Committee approved the following to be included in the 2025-2028 budgets:

	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>
County Clerk	\$87,517.82	\$89,486.97	\$91,500.43	\$93,559.19
County Treasurer	\$85,565.42	\$87,490.64	\$89,459.18	\$91,472.01
Register of Deeds	\$85,565.42	\$87,490.64	\$89,459.18	\$91,472.01

CORPORATION COUNSEL – RESOLUTION-2023 OVERDRAWN ACCOUNTS

Corporation Counsel Director Joseph Ruf III explained the 2023 overage of \$93,720 is due to the cost of contracted attorney fees.

MOTION: On motion by Miller, second by Brusveen, the Committee approved the Resolution to transfer \$93,720 from the pre-closing General Fund account no. 100.388100 to the Corporation Counsel account no. 1640.

COUNTY BOARD – RESOLUTION-2023 OVERDRAWN ACCOUNTS

County Board Chair Chris Polzer explained the 2023 overage of \$29,500 is due to the cost of contracted attorney fees and meeting expenses.

MOTION: On motion by Miller, second by Richmond, the Committee approved the Resolution to transfer \$29,500 from the pre-closing General Fund account no. 100.388100 to the County Board account numbers 1190 and 1191.

HIGHWAY – APPROVE SOLE SOURCE REQUESTS

Highway Project and Program Manager Don Nichols explained the following requests.

The initial cost of the sole source for repairs on the grader, unit #768 was \$32,500. After taking it in for repairs, there were more issues found. The updated cost to repair the unit is \$57,500. The repair should extend its lifetime another 10 years, putting it over 40 years old.

MOTION: On motion by Miller, second by Richmond, the Committee approved the revised Sole Source Request in the amount of \$57,500 for the grader.

The Ferry is in need of inspections and repairs. The State of Wisconsin recommended the County use Price Engineering for repairs. The State reimburses the County for the repairs.

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MOTION: On motion by Miller, second by Richmond, the Committee approved the following Sole Source Requests for the Ferry:

- \$28,797.57 – Price Engineering: Ferry drive motor inspected and repaired.
- \$21,189.80 – Price Engineering: Ferry drive brake replaced.

The Ferry was in need of emergent repairs. The Finance Committee Chair authorized approval of the repairs prior to the Finance Committee meeting.

MOTION: On motion by Miller, second by Richmond, the Committee approved the following prior approved Sole Source Requests:

- \$30,000 – EMS Industrial Inc.: Replace items on the south shore that anchor the ferry.
- \$11,976 – EMS Industrial Inc.: Replace bearings on the ferry.

HIGHWAY – COLUMBIA COUNTY AFFIDAVIT OF FINANCIAL RESPONSIBILITY-COLUMBUS FUEL SYSTEM

Comptroller Shonna Neary explained due to the age of the tanks and that they are underground, we are unable to obtain insurance coverage. An Affidavit of Financial Responsibility needs to be signed certifying the County is self-insured. The Executive Committee will address the insurance portion at the March 14, 2024 meeting.

MOTION: On motion by Richmond, second by Brusveen, the Committee approved the Affidavit of Financial Responsibility for the Columbus fuel system.

LINE ITEM TRANSFERS/CHANGE IN OUTLAY

No other line item transfers or change in outlay were discussed.

AMERICAN RESCUE PLAN ACT OF 2021

Neary reviewed the financial summary. The current requests for MIS-Acquisition of Public IP Addresses, MIS-LEC Fiber Optic, and Sheriff-Shoulder Mics for Portable Radios will go to the March 14, 2024 Executive Committee for approval.

ACCOUNTING – REVIEW/APPROVE 2023 ANNUAL REPORT

Neary presented the 2023 Annual Report.

MOTION: On motion by Brusveen, second by Miller, the Committee approved the 2023 Annual Report for the Accounting Department.

ASSIGN 911 SOFTWARE FUNDS

Neary explained the Sheriff budgeted for the Emergency Callworks upgrade during the 2023 budget process. The Sheriff applied for and was awarded a PSAP Grant for the project. The budgeted funds have been used as the required grant match. Since the project is extending into 2024, the funds should be assigned in equity so they are available.

MOTION: On motion by Richmond, second by Miller, the Committee approved establishing an assigned equity account for the 9-1-1 funds of \$81,940.

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HHS CLOSE-OUT FUNDS

The 2022 Health & Human Services close-out was \$1,761,079.91. Per policy, this is held in HHS equity for one year and then closed to the General Fund unrestricted.

ACCOUNTING DEPARTMENT REPORT

Neary gave an overview on positions, trainings for staff, audit update, Southern Housing Region application, budget cover design contest, Next Generation 911 GIS grant, Senate Bill 67 update, and year-end closing.

Neary informed the Committee that the Government Finance Officers Association (GFOA) awarded Columbia County with the Certificate of Achievement for Excellence in Financial Reporting for the fiscal year ended December 31, 2022. This is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

In 2023, the final American Transmission Company (ATC) funds were received and placed in restricted equity. Land & Water Director Kurt Calkins provided some ideas that the funding could be used towards per the guidelines.

MOTION: On motion by Richmond, second by Brusveen, the Committee approved utilizing the funds as required and not request an exception.

2025 BUDGET DEVELOPMENT CALENDAR

MOTION: On motion by Miller, second by Richmond, the Committee approved the 2025 Budget Development Calendar.

ADJOURNMENT

MOTION: On motion by Brusveen, second by Miller, the meeting was adjourned at 10:15 a.m.

Next Meeting: April 10, 2024

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