



**COLUMBIA COUNTY
FINANCE COMMITTEE MINUTES
MARCH 14, 2019**

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

ALSO PRESENT: Supervisor Nancy Long, Lois Schepp, Shonna Neary, Susan Fisher, Cheryl Fahrner, Greg Bisch, Roger Brandner, Chris Hardy, Susan Raimer, Cory Wiegel, Deborah Raimer, Greg Kaminski, and Dave Drews

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 Wingers, second by Foley, the minutes of the January 10, 2019 Finance Committee meeting were approved.

VOUCHERS

MOTION: On motion by Foley, second by Wingers, monthly expenditures for the Treasurer's Office from January 9 through March 7, 2019 were approved for a total of \$8,483.74.

MOTION: On motion by Pufahl, second by Foley, monthly expenditures for the Accounting Department from January 9 through March 7, 2019 were approved for a total of \$6,520.47.

MOTION: On motion by Wingers, second by Foley, monthly expenditures for the Community Action Council from January 9 through March 7, 2019 were approved for a total of \$7,500.

Total Treasurer/Accounting/Community Action Council: \$22,504.21

MOTION: On motion by Foley, second by Rohrbeck, the monthly disbursement journal (all departments) for January 9 through March 7, 2019 was approved for a total of \$7,194,575.22.

MOTION: On motion by Wingers, second by Foley, County Board Payroll was approved for a total of \$8,823.91 as follows:

- January meetings paid in February, 2019 - \$4,969.38
- February meetings paid in March, 2019 - \$3,854.53

REVIEW/APPROVE 2018 ANNUAL REPORT – CCEDC

Director Cheryl Fahrner presented the 2018 Annual Reports for Columbia County Economic Development Corporation (CCEDC) and Tourism.

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MOTION: On motion by Pufahl, second by Wingers, the 2018 CCEDC and Tourism Annual Reports were approved. Cheryl was asked to provide 12-31-18 financials to the Committee.

RESOLUTION – 2018 OVERDRAWN CLERK OF COURTS ACCOUNTS

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

MOTION: On motion by Foley, second by Rohrbeck, the resolution to transfer \$2,438 from the pre-closing General Fund to the Clerk of Courts account was approved.

RESOLUTION – 2018 OVERDRAWN SOLID WASTE ACCOUNTS

Solid Waste Director Greg Kaminski explained that the budgetary shortage is due primarily to significant downturn in recycling markets, extended weight restrictions on roads, and increased recycling labor.

MOTION: On motion by Foley, second by Pufahl, with the revision to the transfer amount on line 19, the resolution to transfer \$180,365 from the pre-closing General Fund account to Solid Waste Account Numbers 3631-3632 was approved.

SHERIFF – INCREASE HOURLY RATE FOR PART-TIME SECRETARY

Sheriff Roger Brandner explained to the Committee that the Sheriff's Office has been unable to fill a part-time secretary position. He is requesting to increase the hourly rate from \$14 to \$18 per hour. The cost would be approximately \$4,254.33 for an employee without state benefits or \$5,575.18 for a new employee with state benefits.

MOTION: On motion by Pufahl, second by Foley, the Committee approved the hourly rate increase for a part-time secretary from \$14 to \$18 per hour.

FTO PAY FOR NON-SWORN

Sheriff Brandner wants Jail and Dispatch Field Training Officers (FTO) to be compensated \$1 per hour for each hour they are with and engaged in training a new employee. Currently only patrol is compensated for training. Staff must be certified in order to qualify for FTO compensation.

MOTION: On motion by Foley, second by Wingers, the Committee approved FTO compensation for Jail and Dispatch staff.

HIGHWAY – CHANGE IN OUTLAY REQUEST

Highway Commissioner Chris Hardy presented the outlay request for 10' Batwing Mowers, stating bids were higher than budget.

MOTION: On motion by Foley, second by Wingers, the Committee approved the outlay request to transfer \$500 from the Tandem Axle Plow Truck account to the 10' Batwing Mowers account.

REVIEW/APPROVE 2018 ANNUAL REPORT – TREASURER

Treasurer Deborah Raimer presented the 2018 Annual Report, noting the significant increase in interest.

MOTION: On motion by Foley, second by Wingers, the 2018 Annual Report for the Treasurer's Office was approved.

REQUESTS FROM FORMER OWNERS TO REPURCHASE FORECLOSURE PROPERTIES

The Information Services & Property Committee reviewed and approved the following repurchases:

Parcel #44 – Village of Poynette \$23,754.66

MOTION: On motion by Pufahl, second by Wingers, the Committee approved the repurchase of Parcel #44 in the Village of Poynette in the amount of \$23,754.66.

Parcel #1345 – Town of Lodi \$19,169.47

MOTION: On motion by Wingers, second by Pufahl, the Committee approved the repurchase of Parcel #1345 in the Town of Lodi in the amount of \$19,169.47.

BUILDINGS & GROUNDS – LINE ITEM TRANSFERS/CHANGE IN OUTLAY REQUESTS

Buildings & Grounds Director Cory Wiegel presented the following Line Item Transfers/Change in Outlay Requests:

Line Item Transfer

MOTION: On motion by Pufahl, second by Wingers, the Committee approved the request to transfer \$1,280 from the Operating Expense Account to the Administration Building Account to replace the failed color printer.

Line Item Transfer

MOTION: On motion by Foley, second by Pufahl, the Committee approved the request to transfer \$3,060 from the Equipment Repairs Account to the Capital Outlay Account to cover the cost of an emergency installation of a Huber Center Booster Pump.

Change in Outlay

MOTION: On motion by Pufahl, second by Rohrbeck, the Committee approved the request to transfer \$5,686 from the Replace ID Card 9000 Door Panel account to the Small Zero Turn Mower account. The ID Card 9000 Panel will be put off another year.

Change in Outlay

MOTION: On motion by Wingers, second by Rohrbeck, the Committee approved the request to transfer \$5,856 from the Replace ID Card 9000 Door Panel account to the Western 8' Poly V-Blade account. The ID Card 9000 Panel will be put off another year. Approval not unanimous.

WINDOW SHADE BIDS

Wiegel explained, due to discrepancies with the original bid, the window shades were rebid out. There was one bid received from KJ's Ultrasonic Blind Cleaning and Sales. The Information Services & Property Committee approved the blackout shades for \$41,632.91.

MOTION: On motion by Pufahl, second by Foley, the Committee approved the blackout shades in the amount of \$41,632.91.

MIS – LINE ITEM TRANSFER

MIS Director Dave Drews presented the request to transfer \$7,600 from the Other Equipment Maintenance Account to the Software Maintenance Account in order to provide an archiving solution for the County's social media sites as well as correct the shortfall from the backup system that came in higher than budgeted.

MOTION: On motion by Foley, second by Wingers, the Committee approved the request to transfer \$7,600 from the Other Equipment Maintenance Account to the Software Maintenance Account.

LINE ITEM TRANSFER/CHANGE IN CAPITAL OUTLAY

Change in Outlay

MOTION: On motion by Foley, second by Pufahl, the Committee approved the request to transfer \$1,109 from the Accu Temp Steam N' Hold account to the Garbage Disposal account to replace the irreparable disposal.

Change in Outlay

MOTION: On motion by Foley, second by Rohrbeck, the Committee approved the request to transfer \$6,027 from the ADA Toilets & Grab Bars account to the Water Heater account to replace a broken water heater.

Line Item Transfers

MOTION: On motion by Wingers, second by Pufahl, the Committee approved the request to transfer \$500 from the Educational Account to the Telephone Account for a cell phone for UW-Extension staff to use.

REVIEW/APPROVE 2018 ANNUAL REPORT – ACCOUNTING

Schepp highlighted department activities in 2018 and goals for 2019.

MOTION: On motion by Rohrbeck, second by Wingers, the 2018 Annual Report for the Accounting Department was approved.

POSITION REPLACEMENT REQUESTS – ACCOUNTING ASSISTANTS

MOTION: On motion by Wingers, second by Foley, the Committee approved the full-time Accounting Assistant position request due to a retirement.

MOTION: On motion by Pufahl, second by Foley, the Committee approved the full-time Accounting Assistant position request due to a transfer.

POSITION REPLACEMENT REQUEST – PART-TIME ACCOUNTING AIDE

MOTION: On motion by Foley, second by Wingers, the Committee approved the part-time Accounting Aide position request due to a resignation.

FINANCIAL HANDBOOK UPDATES

Schepp discussed the following updates to the Financial Handbook:

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Section 3.14 – Added ES Enhanced Federal Funding
Added LWCD Tree Planter Rental

MOTION: On motion by Foley, second by Wingers, the Committee approved the update to Section 3.14.

Section 3.3 – Added Account Listing & Classification Document

MOTION: On motion by Wingers, second by Foley, the Committee approved the update to Section 3.3.

2020 BUDGET DEVELOPMENT CALENDAR

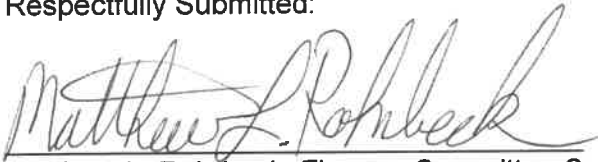
MOTION: On motion by Wingers, second by Rohrbeck, the 2020 Budget Development Calendar was approved.

ADJOURNMENT

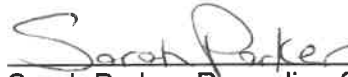
MOTION: On motion by Foley, second by Rohrbeck, the meeting was adjourned at 9:38 a.m.

Next Meeting: April 11, 2019

Respectfully Submitted:



Matthew L. Rohrbeck, 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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