



COLUMBIA COUNTY

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COLUMBIA COUNTY FINANCE COMMITTEE MINUTES APRIL 11, 2019

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

ALSO PRESENT: Supervisors Susanna Bradley and Nancy Long, Lois Schepp, Shonna Neary, Joseph Ruf III, Dave Drews, Greg Kaminski, Cathy Karls, Jessica Lattimer, and Matt Bortz

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 Rohrbeck, second by Pufahl, the following Finance Committee meeting minutes were approved:

- March 14, 2019
- March 20, 2019

VOUCHERS

MOTION: On motion by Foley, second by Wingers, monthly expenditures for the Treasurer's Office from March 8 through April 4, 2019 were approved for a total of \$935.51.

MOTION: On motion by Wingers, second by Foley, monthly expenditures for the Accounting Department from March 8 through April 4, 2019 were approved for a total of \$1,020.89.

Total Treasurer/Accounting: \$1,956.40

MOTION: On motion by Wingers, second by Foley, the monthly disbursement journal (all departments) for March 8 through April 4, 2019 was approved for a total of \$3,107,345.48.

MOTION: On motion by Foley, second by Wingers, County Board Payroll for March meetings paid in April was approved for a total of \$6,543.31.

PROPOSED SOLID WASTE RECYCLING PROJECT

Solid Waste Director Greg Kaminski explained the projected sorting system upgrade costs. It has been a challenge to get workers and with this new system they could operate with fewer people. They are currently working 55 hours per week and with this new system they could work 40 hours per week and process more. He went through the projected revenue of a 10 and 15 ton per hour system. They are currently turning away vendors because the current system can't handle any more. The system's sensors can read the materials and labels better than the human eye so they will be able to obtain more sellable material. There is an additional building in the budget proposal for the new system and the old building will be used for storage. Kaminski is

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requesting permission to get proposals from engineering consultants so they can give them the best layout for the equipment. He is estimating the cost of a consultant to be approximately \$5,000. This proposal was approved by the Solid Waste Committee.

MOTION: On motion by Pufahl, second by Wingers, the request to move forward with getting RFPs from engineering consultants was approved.

MIS – LINE ITEM TRANSFER

MIS Director Dave Drews presented the request to transfer \$790 to cover the cost of the new security appliance.

MOTION: On motion by Foley, second by Wingers, the Committee approved the request to transfer \$790 from the IT Consultant account to the Computer Software account to cover the cost of the new security appliance.

BUILDINGS & GROUNDS – LINE ITEM TRANSFER

MOTION: On motion by Foley, second by Wingers, the Committee approved the request to transfer \$550 from the LEC Capital Outlay Zero Turn Mower account to the County Jail Maintenance Capital Outlay account for Huber UPS Batteries due to the quote coming in higher than budgeted.

RESOLUTION – ESTABLISH BANK DEPOSITORIES

Treasurer Deborah Raimer presented the annual bank depository resolution.

MOTION: On motion by Pufahl, second by Wingers, the Committee approved the Resolution to Establish Bank Depositories.

LINE ITEM TRANSFERS/CHANGE IN OUTLAY

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

2018 FINANCIAL ANALYSIS

Comptroller Lois Schepp presented the 2018 Year End Financial Analysis and gave highlights on General Fund (unreserved equity), Health & Human Services, Highway, and Health Care Center.

FUNDRAISING/DONATION SOLICITATIONS

Schepp explained to the Committee why there should be a policy in place for fundraising/donations. She will meet with Corporation Counsel to determine if this should be an Ordinance or be in the Financial Handbook. A proposal will be presented at the May Finance Committee meeting.

MOTION: On motion by Foley, second by Wingers, the Committee approved the implementation of a fundraising/donations policy.

REVIEW OF SOLE SOURCE PURCHASES

Sole source purchases are part of the Purchasing Manual. Currently, several committee approvals are needed before the purchase can be made. Some requests were received in January and February, but with committees not meeting in February they weren't able to go through the approval process. Schepp proposed

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that if requests are under \$20,000, that the Accounting Department can review and approve. Anything over \$20,000 would go through the formal approval process.

MOTION: On motion by Pufahl, second by Foley, the Committee approved of the Accounting Department to review and approve sole source purchase requests under \$10,000.

ADJOURNMENT

MOTION: On motion by Pufahl, second by Wingers, to change the May 9, 2019 Finance Committee meeting to May 10, 2019.

MOTION: On motion by Foley, second by Wingers, the meeting was adjourned at 9:08 a.m.

Next Meeting: May 10, 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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