



# COLUMBIA COUNTY

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## COLUMBIA COUNTY FINANCE COMMITTEE MINUTES APRIL 12, 2023

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

Absent With Notice: Supervisor Keith F. Miller

ALSO PRESENT: Shonna Neary, Joseph Ruf III, Sarah Parker, Stacy Opalewski, Sheriff Brandner, Jason Willemarck, Heather Gove, Jesica Walter, and Chris Hardy

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

MOTION: On motion by Brusveen, second by Richmond, the agenda was approved.

### MINUTES

MOTION: On motion by Brusveen, second by Richmond, the minutes from the March 8, 2023 Finance Committee meeting were approved.

### VOUCHERS

MOTION: On motion by Brusveen, second by Richmond, monthly expenditures for March 3, 2023 through April 6, 2023 for the Treasurer's Office for a total of \$1,749.57 and the Accounting Department for a total of \$7,565.57 were approved.

Total Treasurer/Accounting/CDBG Projects: \$9,315.14

MOTION: On motion by Richmond, second by Brusveen, the monthly disbursement journal (all departments) from March 3, 2023 through April 6, 2023 was approved for a total of \$3,192,063.51.

MOTION: On motion by Richmond, second by Brusveen, County Board Payroll for March 2023 paid in April 2023 was approved for a total of \$12,221.60.

### FACILITIES MANAGEMENT – CHANGE IN OUTLAY

Facilities Management Director Jason Willemarck explained that an emergency repair was needed for the Huber boiler triple duty valve. Funding is available in Capital Outlay-Jail Maintenance.

MOTION: On motion by Brusveen, second by Richmond, the Committee approved the Change in Outlay of \$3,556 from the Circulating Pumps to the Triple Duty Valve to cover the repair.

COLUMBIA COUNTY  
FINANCE COMMITTEE MINUTES  
APRIL 12, 2023

HHS – LINE ITEM TRANSFER

Health & Human Services Director Heather Gove explained funds from the Fit Families grant are needed for personnel costs. The funds were budgeted under program costs.

MOTION: On motion by Richmond, second by Brusveen, the Committee approved the request to transfer \$6,660 from the Fit Families-Program Costs Account and apply \$4,540 to the Fit Families-Wages Account and \$2,120 to the Fit Families-Benefits Account.

HHS – CONGRESSIONALLY DIRECTED SPENDING REQUEST

Gove explained that she applied for funding that would help with start up costs for a mental health and substance abuse clinic. The County is asking for \$1,000,000.

TREASURER'S REPORT

County Treasurer Stacy Opalewski gave an overview on investments and interest rates.

TREASURER – POSITION REPLACEMENT REQUEST-ADMIN ASST

MOTION: On motion by Brusveen, second by Richmond, the Committee approved the Administrative Assistant position replacement.

HIGHWAY – LINE ITEM TRANSFERS

Highway Commissioner Chris Hardy explained the cost of wedge style brine tanks is 10% more than originally budgeted.

MOTION: On motion by Brusveen, second by Richmond, the Committee approved the request to transfer \$6,080 from the Highway Unrestricted Account to the Capital Outlay-Machinery & Equipment Account to cover the cost of the wedge style brine tanks.

The Railroad Consortium payment amount increased from what was set during budget.

MOTION: On motion by Brusveen, second by Richmond, the Committee approved the request to transfer \$5,000 from the CTH Road & Bridge Construction Operating Expenses Account to the Railroad Consortium Account to cover the increase.

HIGHWAY – RESOLUTION-SUPERVISORS ON-CALL PAY

Corporation Counsel Director Joseph Ruf III asked for this topic to be withdrawn from the agenda.

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

The Columbus Fuel System is past the warranty period. In order to receive the required permit to operate, an Affidavit of Financial Responsibility needs to be signed certifying the County is self-insured. A letter from Comptroller Shonna Neary will be required as well. The Executive Committee will address the insurance portion at the April 13, 2023 meeting.

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

COLUMBIA COUNTY  
FINANCE COMMITTEE MINUTES  
APRIL 12, 2023

HIGHWAY – FERRY OPERATOR SHIFT DIFFERENTIAL (NIGHT)

Hardy is requesting a \$1.00 shift differential for the night shift Ferry Operator.

MOTION: On motion by Brusveen, second by Richmond, the Committee approved the \$1.00 shift differential for the night shift Ferry Operator.

LINE ITEM TRANSFERS/CHANGE IN OUTLAY

No additional line item transfers/change in outlay were discussed.

NONSWORN SHIFT DIFFERENTIAL ADJUSTMENTS

Sheriff Roger Brandner is requesting the following shift differentials go into effect in June 2023:

- Dispatchers – Increase Night and PM shift from \$0.45/\$0.35 to \$2.00/\$1.00. 2023 estimated cost increase of \$21,630 will be covered by current vacancies.
- Jailers – Increase Night and PM shift from \$0.45/\$0.35 to \$2.00/\$1.00. 2023 estimated cost increase of \$40,890 will be covered by current vacancies.

The increases will be included in the budget for 2024 for an estimated increase of \$107,000.

MOTION: On motion by Richmond, second by Brusveen, the Committee approved the Dispatchers and Jailers shift differential adjustments as presented.

\*SHERIFF – CAPTAIN/JAIL ADMINISTRATOR POSITION REVISION

Brandner is requesting the following reclasses:

- Captain/Jail Administrator – Reclass from Grade O, Step 11 to Grade N, Step 6
- Jailer – Reclass from Grade I, Step 1 to Deputy-Grade SWN01, Step 1

The reclasses will result in a savings of \$11,161.

MOTION: On motion by Richmond, second by Brusveen, the Committee approved the reclasses as presented.

AMERICAN RESCUE PLAN ACT OF 2021

Neary reviewed the ARPA summary. The Solid Waste-transfer station tipping floor and MIS-upgrade public safety fiber optic requests will be going to the April 13, 2023 Executive Committee meeting for approval.

The next federal reporting is due April 30, 2023.

UW-EXTENSION – CLOSE UW-EXT SEMINARS EQUITY

Neary explained this is an equity account that was established in 2002 for programs/seminars. UW Extension stated the funds are no longer needed since the programs are not offered.

MOTION: On motion by Brusveen, second by Richmond, the Committee approved closing the UW Ag Seminars Equity Account.

COLUMBIA COUNTY  
FINANCE COMMITTEE MINUTES  
APRIL 12, 2023

REVIEW OF COUNTY FINANCES/2022 CLOSING

Neary reviewed department activities.

Neary presented the 2022 Year End Financial Analysis to the Committee.

REVIEW OF LT CAPITAL EQUIPMENT/PROJECTS

Neary gave an overview on the Long Term Capital Plan.

ADJOURNMENT

MOTION: On motion by Brusveen, second by Richmond, the meeting was adjourned at 11:03 a.m.

Next Meeting: May 10, 2023

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