



COLUMBIA COUNTY

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COLUMBIA COUNTY FINANCE COMMITTEE MINUTES MAY 11, 2018

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

ALSO PRESENT: County Board Chair Vern E. Gove, Lois Schepp, Shonna Neary, Andy Ross, Nancy Long, NaDeanna Giuffre, Darrel Kuhl, Chris Hardy, Cheryl Davis, and Cory Wiegel

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

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

MINUTES

MOTION: On motion by Foley, second by Drew, the minutes of the April 12, 2018 Finance Committee meeting were approved.

MOTION: On motion by Pufahl, second by Foley, the minutes of the April 17, 2018 Finance Committee meeting were approved.

VOUCHERS

Shonna Neary joined the meeting to review expenditures for the month.

MOTION: On motion by Foley, second by Wingers, monthly expenditures for the Accounting Department and Treasurer's Office from April 6 through May 3, 2018 were approved for a total of \$6,003.40.

- Treasurer: \$740.89
- Accounting Department: \$5,262.51

MOTION: On motion by Pufahl, second by Foley, the monthly disbursement journal (all departments) for April 6 through May 3, 2018 was approved for a total of \$3,925,929.31.

MOTION: On motion by Wingers, second by Rohrbeck, County Board Payroll for April meetings paid in May was approved for a total of \$8,637.46.

ORIENTATION

Comptroller Lois Schepp provided an overview on meeting structure and duties of the Finance Committee.

UPDATE ON CCEDC

CCEDC President Andy Ross gave the Committee a handout of the new CCEDC Officers and Standing Committee Chairs. The Finance Committee explained to Ross that the bylaws need to be more specific when mentioning Board Chairs. Ross said it could take 2-6 months to get the bylaws updated.

SHERIFF WRITE-OFFS 2013-2016 (JDEEDWARDS)

Chief Deputy Darrel Kuhl and Executive Secretary NaDeanna Giuffre presented the Sheriff Write-Offs 2013-2016. This request will go to Public Safety Committee on Monday, May 14, 2018.

➤ 2013	\$305.00
➤ 2014	\$7,440.25
➤ 2015	\$5,886.75
➤ 2016	<u>\$5,774.40</u>
Total	\$19,406.40

Once these customers are written off, their names will be put on a prepay list for future requests. The funds will go into a revenue account that has been budgeted for.

MOTION: On motion by Pufahl, second by Wingers, the Finance Committee approved the Sheriff Write-Offs 2013-2016 totaling \$19,406.40.

Line Item Transfer

The Committee requested the line item transfer for \$3,024, to purchase three Cradlepoint devices, be put on hold until the June 14, 2018 Finance Committee meeting.

BUILDINGS & GROUNDS-REQUEST TO CHANGE 2018 BUDGETED HOUSEKEEPING POSITIONS TO JANITOR POSITIONS/CHANGE IN OUTLAY

Position Reclass Request

Buildings and Grounds Director Cory Wiegel explained the estimated 2018 difference between current budgeted Janitor/Housekeeping Aide positions and reclassing the Housekeeping Aide positions to Janitor positions. He has not been successful in getting applications in for the Housekeeping Aide position and can get more use out of Janitors. This request has been approved by the Human Resources and Information Services and Property Committees.

MOTION: On motion by Foley, second by Rohrbeck, the request to reclass Housekeeping Aide positions to Janitor positions was approved.

Change in Outlay

They would like to purchase two TOMCAT floor scrubbers for the Jail/Huber building with the leftover funds from the UPS replacement.

MOTION: On motion by Foley, second by Pufahl, the outlay request to purchase two TOMCAT floor scrubbers using \$13,363 of remaining funds from the UPS replacement was approved.

LINE ITEM TRANSFERS/CHANGE IN OUTLAY

Highway

Highway Commissioner Chris Hardy explained to the Committee that they want to put the surplus from the tri-axle plow trucks capital outlay item towards the \$6,130 overage on the single axle plow truck outlay item.

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MOTION: On motion by Wingers, second by Foley, the Committee approved the outlay request to transfer \$6,130 from tri-axle plow trucks outlay to single axle plow truck outlay.

Hardy also discussed the Wyocena Shop main feed conveyor replacement project. The work consists of replacement of the main feed conveyor for the salt dome complex, including: sitework, shack, conveyor, grizzly, and feed hopper.

	<u>CONTRIBUTIONS</u>
2017 Budget Allocation	\$110,000.00
2018 Budget Allocation	<u>\$273,030.00</u>
	\$383,030.00

MOTION: On motion by Pufahl, second by Wingers, the Committee approved the outlay request for \$8,533.74 to have all the main feed conveyor replacements completed except for switch repairs. Funding to come from excess outlay dollars.

UPDATE ON THE PROCUREMENT ORDINANCE

Comptroller Lois Schepp gave an overview on the history of the Expense Reimbursement and Purchasing Ordinances, adoption of the new Procurement Ordinance, and outstanding tasks.

ADJOURNMENT

MOTION: On motion by Rohrbeck, second by Wingers, the meeting was adjourned at 9:50 a.m.

Next Meeting: June 14, 2018

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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