



# COLUMBIA COUNTY

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## COLUMBIA COUNTY FINANCE COMMITTEE MINUTES MAY 11, 2022

**MEMBERS PRESENT:** Chairman Matthew L. Rohrbeck, Supervisors Darren W. Schroeder, Denise J. Brusveen, Keith F. Miller, and Douglas Richmond

**ALSO PRESENT:** County Board Chair Chris Polzer, Supervisor Eric Shimpach, Lois Schepp, Shonna Neary, Joseph Ruf III, Chris Hardy, Jason Willemarck, Katelyn Schara, and Sheriff Brandner

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

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

### MINUTES

**MOTION:** On motion by Brusveen, second by Miller, the minutes from the April 14 & 19, 2022 Finance Committee meeting were approved.

### VOUCHERS

**MOTION:** On motion by Miller, second by Schroeder, monthly expenditures for April 8, 2022 through May 5, 2022 for the Treasurer's Office for a total of \$827.25 and the Accounting Department for a total of \$34,660.86 were approved.

Total Treasurer/Accounting/CDBG Projects: \$35,488.11

**MOTION:** On motion by Richmond, second by Miller, the monthly disbursement journal (all departments) from April 8, 2022 through May 5, 2022 was approved for a total of \$3,601,689.25.

**MOTION:** On motion by Brusveen, second by Miller, County Board Payroll for April 2022 paid in May 2022 was approved for a total of \$6,515.04.

COLUMBIA COUNTY  
 FINANCE COMMITTEE MINUTES  
 MAY 11, 2022

MEDICAL EXAMINER – ORDINANCE FEE REVISION

Medical Examiner Katelyn Schara explained that per statute, fees can be increased annually due to inflation rates.

Type	Cost	
Cremation Permit	<del>\$182.80</del>	\$191.40
Disinterment Permit	<del>\$114.50</del>	\$119.90
Death Certificate Fee	<del>\$73.10</del>	\$76.50
Morgue Fee - Storage for County Residents	<del>\$31.30</del>	\$32.80
Morgue Fee - Storage Other County	<del>\$41.70</del>	\$43.70
Removal Fee	<del>\$235.00</del>	\$246.00

MOTION: On motion by Miller, second by Schroeder, the Committee approved the Ordinance to amend Chapter 7 – Fees.

RESOLUTION – SHERIFF’S OFFICE E911 COMMUNICATIONS CENTER STAFFING AND COMPENSATION

Sheriff Roger Brandner explained that with the increase in 911 calls, Dispatch staff has not increased which is creating stress on remaining staff including overtime, extra shifts, and working shorthanded. All required funds are available in the 2022 Sheriff’s Office Budget.

He is requesting the following revisions effective June 11, 2022:

- Restructure Jail and Communication Administrator (Captain) Position to Jail Administrator (Captain)
- Revise current Dispatch Sergeant to E911 Dispatch Coordinator
- Transfer Sergeant Position from Jail to Dispatch Center
- Weekend shift premium pay for E911 Dispatch Center staff who work Saturday and Sunday shift will receive an additional \$2 per hour

MOTION: On motion by Miller, second by Schroeder, the Committee approved the Resolution – Sheriff’s Office E911 Communications Center Staffing and Compensation as presented.

FACILITIES MANAGEMENT – LINE ITEM TRANSFER/CHANGE IN OUTLAY

Facilities Management Director Jason Willemarck presented the requests.

**Line Item Transfer**

MOTION: On motion by Miller, second by Brusveen, the Committee approved the request to transfer \$2,270 from the Capital Outlay Account to the Courthouse Elevator Account to replace the circuit boards in the handicap chairlifts for Branch 1 and Branch 2.

**Change in Outlay**

MOTION: On motion by Schroeder, second by Richmond, the Committee approved the request to transfer \$600 from the Water Piping-Huber Kitchen to the Bobcat Rollout due to the cost increasing from what was budgeted.

COLUMBIA COUNTY  
FINANCE COMMITTEE MINUTES  
MAY 11, 2022

SOLID WASTE – CHANGE IN OUTLAY

Lease payment for Auto Side Load Truck was budgeted in August 2021. The delivery was delayed until March 2022 and the lease payment increased.

MOTION: On motion by Rohrbeck, second by Miller, the Committee approved the request to transfer \$1,056 from the Baler to the Auto Side Load Truck to cover the overage. The Committee is also requesting to freeze the funds in the Baler account.

LINE ITEM TRANSFERS/CHANGE IN OUTLAY

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

REVIEW OF STANDING RULE #9

Finance Chair Rohrbeck explained the proposed change to Standing Rule 9 – Non-Designated State & Federal New Dollars.

MOTION: On motion by Miller, second by Schroeder, the Committee approved the proposed changes to Standing Rule 9 – Non-Designated State & Federal New Dollars.

AMERICAN RESCUE PLAN ACT OF 2021

Accounting Supervisor/Project Manager Shonna Neary gave an overview on the ARPA funding. The current requests will be going to Executive Committee for approval. The Committee questioned if ARPA funds could cover the cost of a new baler for Solid Waste.

MOTION: On motion by Keith, second by Schroeder, the Committee approved having a discussion to review the Solid Waste ARPA items.

TOWER PROJECT REVIEW

At the April 14, 2022 Finance Committee meeting, the Committee approved transferring the remaining amount of Tower Project funds to Debt Service.

The Sheriff stated that there are additional needs relating to the towers.

MOTION: On motion by Rohrbeck, second by Schroeder, the Committee approved to reconsider the motion made at the April 14, 2022 Finance Committee meeting to allow additional tower related expenditures to be funded. Items and estimated costs should be presented to the Committee before the Tower Project close out July 31, 2022. Any funds remaining will be transferred to Debt Service.

HEALTH CARE CENTER – LINE ITEM TRANSFER

MOTION: On motion by Miller, second by Brusveen, the Committee approved the request to transfer \$1,000 from the Food Account to the Repairs-Equipment Account to cover the dishwasher maintenance agreement that came in over budget and the replacement of a blower motor on the oven.

COLUMBIA COUNTY  
FINANCE COMMITTEE MINUTES  
MAY 11, 2022

UPDATE ON CDBG/RLF-CLOSE/REVIEW BIDS AND FINALIZE PROJECTS

Highway Commissioner Chris Hardy gave an overview on the Highway, Healthcare Center, and Elevator Projects.

MOTION: On motion by Schroeder, second by Brusveen, the Committee approved the status of the Projects.

REPLACEMENT REQUEST – HIGHWAY ACCOUNTING ASSISTANT

Accounting Supervisor/Project Manager Shonna Neary explained that a Highway Accounting Assistant took another job within the County offering more pay.

MOTION: On motion by Miller, second by Richmond, the Committee approved the position replacement request to fill the Highway Accounting Assistant position.

COMMITTEE ORIENTATION

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

REVIEW OF COUNTY FINANCES

Comptroller Lois Schepp gave an overview on the May County financials.

UPDATE ON FRAUD MANAGEMENT TRAINING

Comptroller Lois Schepp informed the Committee of the recent fraud training the Accounting staff went through.

ADJOURNMENT

MOTION: On motion by Brusveen, second by Miller, the meeting was adjourned at 11:12 a.m.

Next Meeting: June 8, 2022

Respectfully Submitted:

  
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Denise J. Brusveen, Finance Committee Secretary

  
\_\_\_\_\_  
Sarah Parker, Recording Secretary

CC: Finance Committee  
County Board Chair  
Lois Schepp

Joseph Ruf III  
Susan M. Moll  
Internet