



# COLUMBIA COUNTY

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## COLUMBIA COUNTY FINANCE COMMITTEE MINUTES JUNE 10, 2021

MEMBERS PRESENT: Chairman Matthew L. Rohrbeck, Supervisors Christopher Polzer, JoAnn Wingers, James E. Foley, and Bob Koch

ALSO PRESENT: County Board Chair Vern E. Gove, Supervisors Nancy Long and Eric Shimpach, Lois Schepp, Joseph Ruf III, Chris Hardy, Greg Kaminski, Heather Gove, Cathy Karls, and Cory Wiegel

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

MOTION: On motion by Wingers, second by Polzer, the revised II agenda was approved.

### MINUTES

MOTION: On motion by Foley, second by Koch, the minutes from the May 13, 2021 Finance Committee meeting were approved.

### VOUCHERS

MOTION: On motion by Foley, second by Wingers, monthly expenditures for May 7 through June 4, 2021 for the Treasurer's Office for a total of \$835.12 and the Accounting Department for a total of \$30,035.56 were approved.

Total Treasurer/Accounting: \$30,870.68

MOTION: On motion by Wingers, second by Foley, the monthly disbursement journal (all departments) from May 7 through June 4, 2021 was approved for a total of \$3,747,255.77.

MOTION: On motion by Foley, second by Koch, County Board Payroll for May 2021 meetings paid in June 2021 was approved for a total of \$7,714.04.

### SOLID WASTE – LINE ITEM TRANSFER

Solid Waste Director Greg Kaminski explained that the camera quotes came in higher than budgeted due to increases in equipment cost and the need to have recording capability.

MOTION: On motion by Koch, second by Wingers, the Committee approved the request to transfer \$8,570 from Solid Waste Equipment Upgrade Contingency to the Capital Outlay account.

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FACILITIES MANAGEMENT – CHANGE IN OUTLAY REQUESTS

Facilities Management Director Cory Wiegel explained that the switches that were ordered will not work with the new system. They are past the date to send back for a refund. MIS is going to try and sell the switches to recoup the cost.

MOTION: On motion by Foley, second by Polzer, the Committee approved the request to transfer \$3,317 from the Bosch Video Recorder account to the Network Control Switch account to put towards the cost of two new switches which total \$5,017.16.

MOTION: On motion by Koch, second by Wingers, the Committee approved the request to transfer \$9,500 from the Storm Drain account to the Phone Room AC account to cover the cost of repair for the Leibert Unit compressor and possible circuit board replacement.

HEALTH AND HUMAN SERVICES

Health & Human Services Director Heather Gove explained the position replacement requests.

HHS – RECLASSIFY OPEN PUBLIC HEALTH NURSE POSITION TO NURSE SUPERVISOR/HHS – RECLASSIFY OPEN PUBLIC HEALTH NURSE POSITION TO HEALTH EDUCATOR

MOTION: On motion by Wingers, second by Polzer, the Committee approved the following position requests, Rohrbeck abstained:

- Public Health Nurse Supervisor (this position would replace one open Public Health Nurse position)
- Public Health Educator (this position would replace one open Public Health Nurse position)

HHS – INCREASE HOURS FROM 33.75 TO 37.5 HRS/WK-REGISTERED DIETETIC TECHNICIAN

MOTION: On motion by Koch, second by Foley, the Committee approved increasing the Registered Dietetic Technician hours from 33.75 to 37.5 hrs/wk until a new WIC Director is hired. The position will then go back to 33.75 hours.

HHS – NEW POSITION REQUESTS-2 CLTS SOCIAL WORKERS

MOTION: On motion by Koch, second by Polzer, the Committee approved hiring two new social workers. Approval not unanimous.

HUMAN RESOURCES – LINE ITEM TRANSFER

MOTION: On motion by Koch, second by Foley, the Committee approved the request to transfer \$1,530 from the Advertising account to the Tax Software Maintenance account to upgrade Document Burster.

LINE ITEM TRANSFERS/CHANGE IN OUTLAY

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

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AMERICAN RESCUE PLAN ACT OF 2021

Comptroller Lois Schepp informed the Committee that Columbia County's allocated amount is \$11,174,917. The funds have not been received and we do not know when we will receive them. There are no specific guidelines at this time on how the funds can be spent.

UPDATE ON CDBG/RLF-CLOSE

Schepp gave an update on the CDBG/RLF-Close process. We didn't receive any acceptable bids on Labor Compliance/Davis Bacon.

AWARD ENVIRONMENTAL AND/OR LABOR COMPLIANCE CONSULTANT BID-CDBG-PF PROJECT AWARD SURVEYING CONSULTANT BID-CDBG-PF PROJECT/REVIEW OF CONFLICT OF INTEREST FORMS

MOTION: On motion by Foley, second by Polzer, the Committee approved Proposal #1 RFP Labor Compliance Oversight & Assurance and Environmental Compliance to Terracon Consultants.

MOTION: On motion by Foley, second by Polzer, the Committee approved Proposal #2 RFP Field Survey & Mapping to Grothman & Associates.

Schepp and Attorney Ruf reviewed the potential conflict of interest issues. Jim Grothman of Grothman & Associates is the appointed County Surveyor. Corporation Counsel Office performed a review of State and Federal law and the circumstances and found no conflict of interest present. All bidders signed a conflict of interest statement and listed no potential conflicts. Mr. Grothman is not an employee. He receives no wage. He does county work solely as a contractor and had no role in this process other than as a vendor.

Committee Chair Rohrbeck asked if there were any objections to Grothman being awarded the bid. There were no objections.

MOTION: On motion by Foley, second by Wingers, the Committee denied the Labor Compliance Oversight so it can be rebid.

REVIEW OF COUNTY FINANCES

Schepp gave an overview of the County finances.

DETERMINE 2022 BUDGET GUIDELINES/REVIEW DATES

**Budget Guidelines**

MOTION: On motion by Wingers, second by Foley, the Committee approved a zero percent budget increase; excluding personnel costs.

**Budget Review Dates**

The following dates were set for the 2022 Budget Review:

September 9, 14, 16, 21, 22, 23, and 30, 2021

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ADJOURNMENT

MOTION: On motion by Foley, second by Polzer, the meeting was adjourned at 10:30 a.m.

Next Meeting: July 15, 2021

Respectfully Submitted:



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JoAnn Wingers, Finance Committee Secretary



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Sarah Parker, Recording Secretary

CC: Finance Committee  
County Board Chair  
Lois Schepp

Joseph Ruf III  
Susan M. Moll  
Internet