



COLUMBIA COUNTY

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COLUMBIA COUNTY FINANCE COMMITTEE MINUTES JUNE 11, 2020

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, Supervisor Nancy Long, Lois Schepp, Shonna Neary, Joseph Ruf III, Chris Hardy, Greg Bisch, Cory Wiegel, and Greg Kaminski

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

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

MINUTES

MOTION: On motion by Wingers, second by Foley, the following Finance Committee meeting minutes were approved. (Polzer abstained from the March 12, 2020 minutes):

- March 12, 2020
- May 27, 2020

VOUCHERS

MOTION: On motion by Wingers, second by Foley, monthly expenditures for the Treasurer's Office from April 30 through June 4, 2020 were approved for a total of \$312.14.

MOTION: On motion by Foley, second by Wingers, monthly expenditures for the Accounting Department from April 30 through June 4, 2020 were approved for a total of \$26,801.27.

Total Treasurer/Accounting: \$27,113.41

MOTION: On motion by Wingers, second by Polzer, the monthly disbursement journal (all departments) from April 30 through June 4, 2020 was approved for a total of \$3,275,689.93.

MOTION: On motion by Foley, second by Polzer, County Board Payroll for the following months were approved:

- April meetings paid in May \$3,424.00
- May meetings paid in June \$2,987.28
\$6,411.28

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HIGHWAY – SOLE SOURCE PROCUREMENT

Highway Commissioner Chris Hardy presented the Sole Source Procurement request. This request is necessary in order to obtain the right parts to repair and service the paver. The funds are in the Shop Operations budget.

MOTION: On motion by Wingers, second by Koch, the Committee approved the Sole Source Procurement request.

HIGHWAY – CHANGE IN OUTLAY

The budgeted amount for the Portage Shop fuel storage was based on 2019 bids. There was only one bid and it was higher than anticipated. After this year, the fuel storage will no longer be compliant, per state statute.

MOTION: On motion by Foley, second by Wingers, the Committee approved transferring \$16,700 from the Lodi Shop Concrete Replacement account to the Portage Fuel UST Replacement account to cover the cost of fuel storage.

SHERIFF – LINE ITEM TRANSFER

Chief Deputy Greg Bisch presented the request to transfer \$8,330 to cover the purchase of riot gear due to the recent protests, looting, and rioting around the State.

MOTION: On motion by Wingers, second by Foley, the Committee approved the request to transfer \$8,330 from the Prisoner Food Contract account to the Field Equipment account to cover the cost of riot gear.

FACILITIES MANAGEMENT – CHANGE IN OUTLAY

Facilities Management Director Cory Wiegel explained to the Committee that the cooling tower at the Courthouse does not have a safe way of reaching the top to perform preventative maintenance.

MOTION: On motion by Wingers, second by Foley, the Committee approved transferring \$4,106 from the Duct Silencer account to the Cooling Tower Platform account to cover the cost.

UPDATE ON HWY 51/16 PECFA SITE (OLD RECYCLING CENTER)

The PECFA funding is ending June 30, 2020, due to a sunset clause. REI is leading the project. It needs to be completed, billed and paid by the end of next month. It will consist of removing concrete, 4 feet of soil, and removing contaminants. The County's 2020 deductible was \$6,398.65 from a non-lapsing account.

LINE ITEM TRANSFERS/CHANGE IN OUTLAY

UW-Extension – Line Item Transfer

Due to the popularity of the program, they are expecting to have more students this fall. UW-Extension is requesting to transfer \$2,000 from the UW Extension-Wages account to the FLAG-Expenses account. The Committee discussed this being in their 2021 budget.

MOTION: On motion by Koch, second by Polzer, the Committee tabled this topic until they are provided with more information.

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COMMITTEE ORIENTATION

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

REVIEW OF COUNTY FINANCES

Schepp gave an update on current cash/activities for COVID-19 expenditures, property taxes, governmental revenue, public charges, and miscellaneous revenues.

UPDATE ON COVID-19 RELATED COSTS & REVENUES

Accounting Supervisor/Project Manager Shonna Neary stated she and other staff have attended FEMA webinars. She said the County most likely will not be filing a claim with FEMA. FEMA wants all possible resources exhausted first. She said they are focusing on Routes to Recovery revenue and collecting numbers from the Sheriff's Department and Health & Human Services.

SET BUDGET REVIEW DATES AND GUIDELINES/SET 2021 MILEAGE RATE

Budget Review Dates

The following dates were set for the 2021 Budget Review:

September 10, 15, 17, 23, 24, 28, and 30, 2020

Mileage Rate

The 2021 mileage rate will be the current IRS Rate rounded up to eliminate the third decimal.

Budget Guidelines

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

ACCOUNTING DEPARTMENT COMPUTER TRANSITION

The Accounting Department currently has 14 laptops in the training room. MIS is recommending eliminating the desktop computers and using the laptops. Key fobs with dual authentication would also need to be purchased. The total transition cost would be approximately \$3,000 and is in the budget. Due to COVID, projects were unable to be completed and therefore a savings.

*TOUR OF SHERIFF'S COMMUNICATIONS TOWER, 1100 WALL STREET, PORTAGE, WI 53901

The base of the Caledonia Tower needs to be reconstructed and needs to be rebid. The Committee is going to take a tour of the Tower.

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ADJOURNMENT

MOTION: On motion by Koch, second by Foley, the meeting was adjourned at 10:20 a.m.

Next Meeting: July 9, 2020

Respectfully Submitted:



JoAnn Wingers, Finance Committee Secretary



Sarah Parker, Recording Secretary

CC: Finance Committee
County Board Chair
Lois Schepp

Joseph Ruf III
Susan M. Moll
Internet