



**COLUMBIA COUNTY
FINANCE COMMITTEE MINUTES
JUNE 12, 2024**

MEMBERS PRESENT: Supervisors Douglas Richmond, Denise Brusveen, Tess Carr, Keith Miller, and Jeffrey Leckwee

ALSO PRESENT: County Board Chair Darren Schroeder, Shonna Neary, Sarah Parker, Heather Gove, Jessica Walter, Nicholas Pergande, Stacy Opalewski, and Amy Yamriska

The meeting was called to order at 8:30 a.m. and was properly noticed and published.

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

MINUTES

MOTION: On motion by Miller, second by Leckwee, the minutes from the May 8, 2024 Finance Committee meeting were approved.

VOUCHERS

Neary explained a Medical Examiner expense of \$11,600 was received and coded to a prior year expense account, which shows up on the Accounting Department expense report.

MOTION: On motion by Miller, second by Leckwee, monthly expenditures for May 3, 2024 through June 6, 2024 for the Treasurer's Office for a total of \$4,210.50, the Accounting Department for a total of \$1,228.03, and prior year Medical Examiner expense of \$11,600 were approved.

Total Treasurer/Accounting/Medical Examiner: \$17,038.53

MOTION: On motion by Brusveen, second by Miller, the monthly disbursement journal (all departments) from May 3, 2024 through June 6, 2024 was approved for a total of \$4,155,566.21.

MOTION: On motion by Miller, second by Carr, County Board Payroll for May 2024 meetings paid in June 2024 was approved for a total of \$10,408.53.

HEALTH CARE CENTER – FEE ORDINANCE REVISIONS

Health Care Center Administrator Amy Yamriska explained the updates to the fee schedule. These were approved by the governing committee on May 7, 2024.

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HEALTH CARE CENTER	
Type	Cost
Semi-private Room	\$290.00 \$295.00 per day
Private Room	\$306.00 \$311.00 per day
Private Rehab Room on Mulberry	\$400.00 per day
“Intermediate Nursing Care” (ICF 3 and 4) for residents requiring personal care only	\$140.00 \$145.00 per day

MOTION: On motion by Leckwee, second by Miller, the Committee approved the updates to Chapter 7.06-Health Care Center Fees.

HEALTH CARE CENTER – LINE ITEM TRANSFER

Yamriska explained the dish room garbage disposal is failing and needs to be replaced.

MOTION: On motion by Brusveen, second by Miller, the Committee approved the request to transfer \$1,550 from Dietary-Equipment Purchases to Capital Outlay to purchase a garbage disposal.

HEALTH & HUMAN SERVICES – FEE ORDINANCE REVISION

Health & Human Services Director Heather Gove explained the update to the fee schedule.

HEALTH AND HUMAN SERVICES	
Type	Cost
<i>(1) General Fees</i>	
Juvenile Supervision	\$25.00 per month
Background check on individual and report	\$25.00
Step-parent Adoption	\$300.00

MOTION: On motion by Miller, second by Carr, the Committee approved the update to Chapter 7.07-Health & Human Services Fees.

HEALTH & HUMAN SERVICES – PUBLIC HEALTH VEHICLE REQUEST

Gove explained Public Health has ARPA funding that will need to be spent by the end of 2024. They are requesting a vehicle for the division to utilize. Ongoing maintenance costs would be a County expense, which would be offset slightly by the reduction in staff mileage reimbursements.

MOTION: On motion by Miller, second by Carr, the Committee approved the request to purchase a Jeep Cherokee with ARPA funding. When the vehicle becomes a financial burden due to repairs, it will be removed from the fleet and not replaced. Approval not unanimous.

TREASURER – MONTHLY REPORT

County Treasurer Stacy Opalewski gave the Committee an update on investments and interest rates.

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SHERIFF'S DEPARTMENT – SOLE SOURCE

Neary explained the Sole Source request to purchase IDent devices which utilize national and state databases for subjects identification.

MOTION: On motion by Miller, second by Carr, the Committee approved the Sole Source request in the amount of \$15,300 to purchase IDent devices.

HIGHWAY – REVISED SOLE SOURCE

Fleet Manager Nicholas Pergande explained the revision to the previously approved sole source request. The original request was \$5,249.34. Additional repairs are needed to repair the emission/DPF system.

MOTION: On motion by Miller, second by Brusveen, the Committee approved the revised Sole Source request in the amount of \$12,828.98 for the additional repairs to the emission/DPF system.

HIGHWAY – CHANGE IN OUTLAY

Pergande explained the pickup trucks outlay is over budget and require toolboxes. The front end loader is underbudget.

MOTION: On motion by Miller, second by Leckwee, the Committee approved the Change in Outlay request of \$4,545 from Front End Loader to Pickup Trucks to purchase two toolboxes.

LINE ITEM TRANSFERS/CHANGE IN OUTLAY

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

ACCOUNTING – POSITION REPLACEMENT REQUEST-HHS ACCOUNTING ASSISTANT

Neary is requesting to fill an HHS Accounting Assistant position due to a resignation.

MOTION: On motion by Brusveen, second by Miller, the Committee approved the request to fill the vacant HHS Accounting Assistant position.

AMERICAN RESCUE PLAN ACT OF 2021

Neary reviewed the financial summary. The current requests for Emergency Management-Emergency Operations Center-Radio, Emergency Management-Barriers Transport Trailer, and MIS-Courthouse Branch 1 AV-Coring will go to the June 13, 2024 Executive Committee for approval.

The remaining funds need to be obligated by the end of 2024.

REVIEW OF COUNTY FINANCES

Neary gave an overview on the County financials, 2024 budget changes, personnel reclassifications and changes, notable issues, and the Accounting Department initiatives/projects.

A 10% increase for health insurance is being included in the budget until the County receives the exact cost in September.

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COMMITTEE ORIENTATION

Neary provided an overview on the County's debt and where to find reference material.

DETERMINE 2025 BUDGET GUIDELINES AND REVIEW DATES

The Committee is requesting Neary give a budget presentation to the full County Board in July.

Budget Guidelines

MOTION: On motion by Miller, second by Brusveen, the Committee approved a zero percent budget increase, excluding personnel costs.

Budget Review Dates

The Committee reviewed dates for department budget meetings.

ADJOURNMENT

MOTION: On motion by Brusveen, second by Miller, the meeting was adjourned at 10:55 a.m.

Next Meeting: July 10, 2024

Respectfully Submitted:



Tess Carr, Finance Committee Secretary



Sarah Parker, Recording Secretary

CC: Finance Committee
County Board Chair

Corporation Counsel
Susan M. Moll

Shonna Neary
Internet