



# COLUMBIA COUNTY

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## COLUMBIA COUNTY FINANCE COMMITTEE MINUTES JUNE 13, 2019

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

**ABSENT WITH NOTICE:** Matthew L. Rohrbeck

**ALSO PRESENT:** County Board Chair Vern E. Gove, Supervisors Tom Borgkvist, Nancy Long and Eric Shimpach, Lois Schepp, Shonna Neary, Susan Fisher, Chris Hardy, Cory Wiegel, Roger Brandner, Greg Bisch, and Dawn Woodard

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

**MOTION:** On motion by Wingers, second by Pufahl, the revised agenda was approved.

### MINUTES

**MOTION:** On motion by Wingers, second by Pufahl, the minutes of the May 10, 2019 Finance Committee meeting were approved.

### VOUCHERS

**MOTION:** On motion by Wingers, second by Foley, monthly expenditures for the Treasurer's Office from May 3 through June 6, 2019 were approved for a total of \$431.03.

**MOTION:** On motion by Foley, second by Wingers, monthly expenditures for the Accounting Department from May 3 through June 6, 2019 were approved for a total of \$10,343.45.

Total Treasurer/Accounting: \$10,774.48

**MOTION:** On motion by Pufahl, second by Foley, the monthly disbursement journal (all departments) for May 3 through June 6, 2019 was approved for a total of \$3,166,310.72.

**MOTION:** On motion by Foley, second by Pufahl, County Board Payroll for May meetings paid in June was approved for a total of \$6,623.41.

### MODIFICATIONS TO COUNTY AID ROAD CONSTRUCTION POLICY DOCUMENT 11.6

Highway Commissioner Chris Hardy explained the updates to Section 11.6 – Highway – County Aid Road Construction in the Financial Handbook. He is requesting the County Aid deadline be changed from June to July.

**MOTION:** On motion by Pufahl, second by Foley, the Committee approved the updates to Section 11.6 – Highway – County Aid Road Construction in the Financial Handbook.

POSITION REPLACEMENT/REVISION REQUEST – BEHAVIORAL HEALTH COORDINATOR

Health & Human Services Director Dawn Woodard is requesting to fill the vacant Crisis & AoDA Program Director (Grade K, Step 11) with a Behavioral Health Program Coordinator (Grade L, Step 1). This change in position is being requested in order to attain a 2<sup>nd</sup> clinical license for Medicaid programs in BHLTS. The request is not for a new employee, but just a reclassification of a position.

MOTION: On motion by Pufahl, second by Wingers, the Committee approved filling the Crisis & AoDA Program Director position with a Behavioral Health Program Coordinator. Approval not unanimous.

INCREASE IN SECURITY OFFICER HOURLY RATE

Sheriff Roger Brandner explained the request to increase Court Services #3 from 495 hours/month to 627 hours/month and increasing pay from \$18.00 to \$20.00. The Sheriff stressed the importance of having security in the Administration and Health & Human Services Buildings. There are 9 positions in the budget and currently 7 of those positions are filled.

MOTION: On motion by Pufahl, second by Wingers, the Committee approved increasing Court Services #3 from 495 hours/month to 627 hours/month and increasing pay from \$18.00 to \$20.00. Approval not unanimous.

LEGAL FEES SUMMARY

Assistant Corporation Counsel Susan Fisher presented a summary of current and future attorney fees. The Committee will readdress this later in the year, when total expenses can be determined.

FACILITIES MANAGEMENT – INTERN REQUEST

Facilities Management Director Cory Wiegel presented the request for an Intern position.

MOTION: On motion by Pufahl, second by Foley, the Committee approved the request for an Intern position.

LINE ITEM TRANSFERS/CHANGE IN OUTLAY

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

RESOLUTION – AUTHORIZING THE ISSUANCE AND SALE OF \$7,095,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2019A

Comptroller Lois Schepp explained the Resolution to the Committee. The Resolution will be presented at the June 19, 2019 County Board meeting.

MOTION: On motion by Pufahl, second by Wingers, the Committee approved the Resolution-Authorizing the Issuance and Sale of \$7,095,000 General Obligation Promissory Notes, Series 2019A.

ACCOUNTING CARD READER REQUEST

Schepp explained the request to purchase a card reader for on the main Accounting Department door. This request will need to go to Executive Committee in July.

MOTION: On motion by Wingers, second by Pufahl, the Committee approved moving forward with the Accounting card reader.

SET BUDGET REVIEW DATES AND GUIDELINES/SET 2020 MILEAGE RATE

**BUDGET REVIEW DATES**

The following dates were tentatively set for 2020 Budget Review:

September 13, 16, 17, 19, 25, 26, and 30, 2019

**MILEAGE RATE**

The mileage rate will remain the current IRS Rate per the Procurement Ordinance/Procurement Manual.

**GUIDELINES**

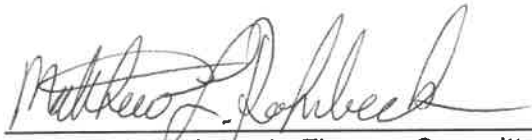
**MOTION:** On motion by Foley, second by Wingers, the Committee approved no more than a 1% budget increase; excluding personnel costs.

ADJOURNMENT

**MOTION:** On motion by Foley, second by Wingers, the meeting was adjourned at 8:55 a.m.

Next Meeting: July 11, 2019

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  
Internet