



COLUMBIA COUNTY

Accounting Office

608-742-9645
Email: accounting@columbiacountywi.gov
Website: www.co.columbia.wi.us

112 East Edgewater Street
P.O. Box 473
Portage, WI 53901

COLUMBIA COUNTY FINANCE COMMITTEE MINUTES JUNE 14, 2023

MEMBERS PRESENT: Supervisors Darren W. Schroeder, Denise Brusveen, Keith F. Miller, and Douglas Richmond

ALSO PRESENT: County Board Chair Chris Polzer, Joseph Ruf III, Shonna Neary, Sarah Parker, Stacy Opalewski, William Hellenbrand, Heather Gove, and Sheriff Brandner

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

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

MINUTES

MOTION: On motion by Richmond, second by Brusveen, the minutes from the May 10, 2023 Finance Committee meeting were approved. Miller abstained.

VOUCHERS

MOTION: On motion by Brusveen, second by Miller, monthly expenditures for May 5, 2023 through June 8, 2023 for the Treasurer's Office for a total of \$4,745.34 and the Accounting Department for a total of \$20,194.55 were approved.

Total Treasurer/Accounting: \$24,939.89

MOTION: On motion by Richmond, second by Miller, the monthly disbursement journal (all departments) from May 5, 2023 through June 8, 2023 was approved for a total of \$4,358,217.96.

MOTION: On motion by Miller, second by Richmond, County Board Payroll for May 2023 paid in June 2023 was approved for a total of \$8,917.22.

SHERIFF – LTE JAILERS

Sheriff Brandner explained they are starting to get federal inmates and are in need of additional jailers. He is asking to hire LTE Jailers only when there are vacant full-time jailer positions. The funding will come from the vacant positions.

MOTION: On motion by Miller, second by Brusveen, the Committee approved hiring LTE Jailers.

COLUMBIA COUNTY
FINANCE COMMITTEE MINUTES
JUNE 14, 2023

TREASURER'S REPORT

County Treasurer Stacy Opalewski gave an overview on investments and interest rates. Interest rates remain higher than budgeted.

HIGHWAY – SOLE SOURCE APPROVAL

William Hellenbrand explained to the Committee the repairs needed for the grader. The cost of repair is \$19,300.

MOTION: On motion by Miller, second by Richmond, the Committee approved the Sole Source Request for \$19,300 to repair the grader.

*HHS – COMPENSATION REVIEW-PUBLIC HEALTH NURSE

CLOSED SESSION

MOTION: On motion by Brusveen, second by Miller, the committee went into closed session at 8:15 a.m. pursuant to sec. 19.85(1)(c), Wis. Stats., "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility." [*HHS – Compensation Review-Public Health Nurse].

Roll Call Vote: Ayes: 4, as follows: Schroeder, Brusveen, Miller and Richmond
Noes: 0

Polzer, Ruf, Gove, Neary, and Parker were present in closed session.

OPEN SESSION

MOTION: On motion by Miller, second by Brusveen and unanimous committee approval, the meeting reconvened in open session at 8:25 a.m.

MOTION: On motion by Richmond, second by Miller, the Committee approved to reclass a Public Health Nurse from Grade K, Step 3 to Grade K, Step 6.

LINE ITEM TRANSFERS/CHANGE IN OUTLAY

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

AMERICAN RESCUE PLAN ACT OF 2021

Comptroller Shonna Neary reviewed the ARPA summary. The MIS-Fiber Optic request will go to the June 15, 2023 Executive Committee for approval. All pending requests will be discussed as well. The broadband grant application did not get awarded so the budget allotment will go back to the pending request section.

HEALTH CARE CENTER – LINE ITEM TRANSFER

Neary explained a small insulation project was completed in the Willow Court attic. It is recommended to capitalize the improvement versus expense it so the annual depreciation can be reported on the cost report.

COLUMBIA COUNTY
FINANCE COMMITTEE MINUTES
JUNE 14, 2023

MOTION: On motion by Richmond, second by Miller, the Committee approved the request to transfer \$3,600 from the Plant-Water Account to the Capital Outlay-Building Improvements Account to cover the cost of the project.

POSITION REPLACEMENT REQUEST – CENTRAL ACCOUNTING AIDE

Neary is requesting to fill the Central Accounting Aide position due to upcoming vacancy.

MOTION: On motion by Brusveen, second by Miller, the Committee approved the request to fill the Central Accounting Aide position.

REVIEW OF COUNTY FINANCES

Neary gave an overview on the County financials, 2023 budget changes, personnel reclassifications and changes, notable issues, Accounting Department initiatives/projects, and long-term capital planning.

She informed the Committee about a change made in the 2022 financials for the RLF Close-Out Program. Since the change impacts the prior year financials, but is not material, the auditors will submit a governance letter detailing the change.

There was discussion on Corporation Counsel and County Board contracted services accounts being overbudget after closing April.

Neary explained they are working with the insurance claims adjustor for the Solid Waste fires.

DETERMINE 2024 BUDGET GUIDELINES AND REVIEW DATES

Budget Guidelines

There was discussion on personnel requests. At this time no new positions will be considered. The cost of living adjustment recommendation will be presented at the start of the budget review process. The Committee would also like to review a history of department budget balances closed to the General Fund each year.

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

Budget Review Dates

The following dates were set for the 2024 Budget Review:

September 13, 2023 – Initial Budget Overview

September 15, 20, 21, 22, and 25, 2023 – Budget Review

September 28, 2023 – Budget Finalization

September 29, 2023 – Budget Finalization (if needed)


COLUMBIA COUNTY
FINANCE COMMITTEE MINUTES
JUNE 14, 2023

ADJOURNMENT

MOTION: On motion by Brusveen, second by Miller, the meeting was adjourned at 11:20 a.m.

Next Meeting: July 12, 2023

Respectfully Submitted:



Denise Brusveen, Finance Committee Secretary



Sarah Parker, Recording Secretary

CC: Finance Committee
County Board Chair

Joseph Ruf III
Susan M. Moll

Shonna Neary
Internet