



# COLUMBIA COUNTY

Accounting Office

608-742-9645  
FAX: 608-742-9846  
Email: [accounting@co.columbia.wi.us](mailto:accounting@co.columbia.wi.us)  
Website: [www.co.columbia.wi.us](http://www.co.columbia.wi.us)

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

## COLUMBIA COUNTY FINANCE COMMITTEE MINUTES JULY 9, 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, Supervisors Nancy Long, Eric Shimpach, and Adam Field, Lois Schepp, Shonna Neary, Joseph Ruf III, Chris Hardy, Greg Kaminski, Cory Wiegel (by conference call), Becky Mulhern, Katie Day, and Amy Yamriska

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 agenda was approved.

### MINUTES

**MOTION:** On motion by Foley, second by Wingers, the June 11, 2020 Finance Committee meeting minutes were approved.

### VOUCHERS

**MOTION:** On motion by Wingers, second by Koch, monthly expenditures for June 5 through July 2, 2020 for the Treasurer's Office for a total of \$4,521.70 and the Accounting Department for a total of \$3,007.79 were approved.

Total Treasurer/Accounting: \$7,529.49

**MOTION:** On motion by Foley, second by Polzer, the monthly disbursement journal (all departments) from June 5 through July 2, 2020 was approved for a total of \$3,040,997.55.

**MOTION:** On motion by Wingers, second by Koch, County Board Payroll for June meetings paid in July was approved for a total of \$8,265.72.

### RECYCLING FACILITY UPGRADE

Supervisor Nancy Long and Solid Waste Director Greg Kaminski provided the Committee with an update on the recycling facility upgrade. On July 1, 2020 the Solid Waste Committee endorsed the upgrade to move forward to the fall when they will know more on finances. Going from 3-4 tons per/hour to 10 tons per/hour would increase revenue to approximately \$1.8 million per year. The new system would also require less employees to operate and would decrease the amount of overtime hours. The cost for the equipment is approximately \$1.2 million.

**MOTION:** On motion by Koch, second by Polzer, the Committee moved to table the recycling facility upgrade until after budget.

COLUMBIA COUNTY  
FINANCE COMMITTEE MINUTES  
JULY 9, 2020

FACILITIES MANAGEMENT – POSITION REQUEST - JANITOR

Facilities Management Director Cory Wiegel joined by conference call and explained the request for a new full-time janitor. The Wisconsin Supreme Court has issued guidelines on reopening the Courthouse. The main areas of concern are the bathrooms and courtrooms. Currently, there are no day shift janitorial staff at the Courthouse. If Wiegel moved a janitor from a different location, then the other locations won't be cleaned. To start, the position would clean for roughly 3 hours and then clean at the other locations. Once the courts start having jury trials, the position would be needed at the Courthouse more. There was discussion to have non-janitorial staff do more cleaning to help alleviate the need for another janitor position. The position requested is a Grade E, Step 1 and the cost to the County from 7/1/20-12/31/20 would be \$27,660. Since there is no funding source, this will need to go to County Board as a resolution.

MOTION: On motion by Foley, second by Wingers, the Committee approved the request for a new full-time janitor. The request will go before the full County Board as a resolution on July 15, 2020 with the funds to come out of the General Fund. The motion passed 3-2.

HHS – POSITION REVISION-INFORMATION AND ASSISTANCE SPECIALIST (INCREASE HOURS FOR REMAINDER OF 2020)

Acting Health & Human Services Director Katie Day and ADRC Director Becky Mulhern presented two requests for the increase in hours for the Information and Assistance Specialist. The original request was to use CARES Act funding to increase hours from 75% to 90% for the remainder of 2020. The 75% to 90% request was approved by the Governing and Executive Committees. Day then asked the Committee if they would also approve the request to move the position from 90% to 100%. ADRC grant funding would be used for the 90% to 100% request. The request to move the position from 90% to 100% was approved by their Governing Committee.

MOTION: On motion by Polzer, second by Foley, the Committee motioned to table the request until the August 13, 2020 Finance Committee meeting.

LINE ITEM TRANSFERS/CHANGE IN OUTLAY

**Highway-Change in Outlay**

Highway Commissioner Chris Hardy presented the following requests:

- Transfer \$8,940 from the Wyocena Storm Pond Discharge outlay item to Big O's Trailer outlay item to replace trailer Unit 982 which was stolen in 2019.
- Transfer \$8,940 from the Single Axle Plow Trucks (2) outlay item to Big O's Trailer outlay item to purchase a trailer to replace one with a bent frame.

MOTION: On motion by Koch, second by Wingers, the Committee approved both outlay requests.

**Columbia Health Care Center-Change in Outlay**

Columbia Health Care Center Director Amy Yamriska is requesting a new bladder scanner. The current scanner is not functioning and is no longer under warranty.

MOTION: On motion by Foley, second by Polzer, the Committee approved the request to transfer \$7,600 from the Modular Therapy System outlay item to the Bladder Scanner outlay item.

**Columbia Health Care Center-Line Item Transfer**

MOTION: On motion by Koch, second by Wingers, the Committee approved the request to transfer \$2,200 from the Building Improvements account to the Dietary account to purchase a plate warmer in order to meet federal regulations.

REVIEW OF COUNTY FINANCES

Comptroller Lois Schepp gave an update on current cash/activities on COVID-19 expenditures, property taxes, sales tax revenue, intergovernmental revenue, public charges, miscellaneous revenues, general expenditures, Health & Human Services expenditures, Health Care Center, and Highway Operations. She also noted the anticipation of Solid Waste and Health & Human Services being significantly over-budget. The end of this month the County will be making \$3.9 million in debt service payments.

UPDATE ON COVID-19 RELATED COSTS & REVENUES

Accounting Supervisor/Project Manager Shonna Neary gave an overview on COVID-19 revenue and expense. The newest funding received was \$3,000 for the Columbia Health Care Center. The funds are for technology for the residents to communicate with family. Laptops, zoom expenses, and Emergency Management overtime expenses are now eligible to claim. The state still will not cover the cost of Highway workers having to drive separate trucks. She stated the first claim for eligible expenditures totaling \$265,175.34 will be submitted by July 15, 2020 for reimbursement.

IMPLEMENTATION OF REQUIRED GASB PRONOUNCEMENTS

Neary explained the early implementation of required GASB pronouncements and is determining the best practice going forward to keep in compliance with statements.

ADJOURNMENT

MOTION: On motion by Koch, second by Foley, the meeting was adjourned at 10:15 a.m.

Next Meeting: August 13, 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