



**COLUMBIA COUNTY
FINANCE COMMITTEE MINUTES
AUGUST 9, 2018**

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

ALSO PRESENT: County Board Chair Vern E. Gove, Supervisor Nancy Long, Lois Schepp, Shonna Neary, Joseph Ruf III, Cheryl Fahrner, Kurt Calkins, Greg Kaminski, Bob Becker, Deborah Raimer, Jordan Boehm (CLA), Jacob Lenell (CLA), Jeff Belongia (HSE), and Lyn Jerde (PDR)

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

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

MINUTES

MOTION: On motion by Foley, second by Pufahl, the minutes of the July 12 and 18, 2018 Finance Committee meetings were approved.

VOUCHERS

MOTION: On motion by Foley, second by Pufahl, monthly expenditures for the Treasurer's Office from July 11 through August 2, 2018 were approved for a total of \$6,280.33.

MOTION: On motion by Foley, second by Rohrbeck, monthly expenditures for the Accounting Department from July 11 through August 2, 2018 were approved for a total of \$15,004.77.

MOTION: On motion by Pufahl, second by Foley, monthly expenditures for the Revolving Loan Fund from July 11 through August 2, 2018 were approved for a total of \$7,500.00.

Total Treasurer/Accounting/RLF Expenditures: \$28,785.10

MOTION: On motion by Foley, second by Rohrbeck, the monthly disbursement journal (all departments) for July 11 through August 2, 2018 was approved for a total of \$4,128,031.82.

MOTION: On motion by Foley, second by Pufahl, County Board Payroll for July meetings paid in August was approved for a total of \$9,563.56.

UPDATE ON CCEDC

Director Cheryl Fahrner gave a status report on the organization.

COLUMBIA COUNTY
FINANCE COMMITTEE MINUTES
AUGUST 9, 2018

CCEDC BUDGET

The Committee addressed the CCEDC budget being 100% funded by the County. Next year the Committee is requesting 25-50% of the budget be funded elsewhere. With the discussion on Operating Funds and Administration Fees, the Committee is requesting statements on a monthly basis from their CPA.

MOTION: On motion by Pufahl, second by Rohrbeck, motion failed.

MOTION: On motion by Rohrbeck, second by Foley, to postpone the CCEDC and Tourism budgets until the Finance Committee has received financial statements from their CPA. Approval not unanimous.

TREASURER BUDGET

County Treasurer

MOTION: On motion by Pufahl, second by Wingers, the Committee approved the 2019 budget requests for County Treasurer [Total Appropriation \$293,920] and County Treasurer Revenues [\$997,000] to move forward to September budget review.

Tax Deed Expense

MOTION: On motion by Foley, second by Wingers, the 2019 Tax Deed Expense was approved to move forward to September budget review. No County Appropriation.

TREASURER – LINE ITEM TRANSFER

MOTION: On motion by Foley, second by Wingers, the Committee approved the request to transfer \$2,400 from the Office Supplies account to the Capital Outlay Pool account to purchase two (2) stand up desks with electric bases.

2017 AUDIT PRESENTATION

Jordan Boehm (CPA) and Jacob Lenell (CPA) of CliftonLarsonAllen presented the 2017 audit results. The County received an unmodified or “clean” opinion.

REVIEW COUNTY DEBT RESTRUCTURE

Jeff Belongia of Hutchinson Shockey Erley & Co. presented debt restructure handouts to the Committee showing a forecast of future payments. The refund and restructure of debt will occur in October.

PLANNING & ZONING – POSITION REQUESTS

Planning & Zoning Director Kurt Calkins explained the request for a Zoning and Sanitary Specialist. This position would replace the Planning Administrator position and allow more staff resources to service needs of clients.

MOTION: On motion by Foley, second by Wingers, the Committee approved the Zoning and Sanitary Specialist position.

Calkins is also requesting to increase the hours of the current Administrative Assistant from part time to full time (40 hours).

COLUMBIA COUNTY
FINANCE COMMITTEE MINUTES
AUGUST 9, 2018

MOTION: On motion by Foley, second by Pufahl, the request to revise the Administrative Assistant position from part time to full time (40 hours) was approved.

SOLID WASTE – FEE ORDINANCE

Solid Waste Director Greg Kaminski presented the amended Title 9-1-16 Solid Waste Fee Schedule noting the Single Stream and Commingle fee language updated from \$10.00 to \$0 min - \$40.00 max ton charge. This change will help them to adjust their fees with the market.

MOTION: On motion by Pufahl, second by Foley, the Committee approved the amended Title 9-1-16 Solid Waste Fee Schedule.

SOLID WASTE – DRIVER CLASSIFICATION

Solid Waste Director Greg Kaminski is requesting to move the Working Foreman, Truck Driver, and Baler/Machine Operator positions to the next highest grade at their current budgeted step for the period of 7/28/18 to 12/31/18. The Human Resources Committee approved the request and for it to be effective immediately.

MOTION: On motion by Pufahl, second by Rohrbeck, the request to move the Working Foreman, Truck Driver, and Baler/Machine Operator positions to the next highest grade at their current budgeted step was approved.

LINE ITEM TRANSFERS/CHANGE IN OUTLAY

No Line Item Transfers/Change in Outlay other than what was previously discussed.

UPDATE ON 2018 ACCOUNTING INTERN

Accounting Supervisor/Project Manager Shonna Neary introduced the Accounting Intern Cody Chadwick to the Committee and listed the tasks he has successfully completed.

HIGHWAY – ACCOUNTING SUPERVISOR REPLACEMENT POSITION REQUEST/TEMPORARY INCREASE IN ACCOUNTING AIDE HOURS

Comptroller Lois Schepp explained the request for an Accounting Supervisor at the Highway Department because the current supervisor is resigning. She is also requesting to increase the Health Care Center Accounting Aide hours to full time for a maximum of 12 weeks to assist at both Highway and Health Care Center Departments. The cost of increasing hours to full time for 12 weeks will be approximately \$5,000 – the money will be available in the budget.

MOTION: On motion by Pufahl, second by Wingers, the Committee approved the replacement position request for an Accounting Supervisor and to increase the HCC Accounting Aide hours to full time for a maximum of 12 weeks.

ACCOUNTING BUDGET

Accounting Administration

MOTION: On motion by Foley, second by Wingers, the 2019 Accounting Administration budget was approved to move forward to September budget review. Total Appropriation \$660,870

CAPITAL OUTLAY

MOTION: On motion by Wingers, second by Foley, the Committee approved the outlay request.

Total Outlay: \$4,040

Single Audit

MOTION: On motion by Foley, second by Wingers, the 2019 Single Audit budget was approved to move forward to September budget review. Total Appropriation \$38,550

Indirect Cost Allocation Plan

MOTION: On motion by Foley, second by Rohrbeck, the 2019 Indirect Cost Allocation Plan budget was approved to move forward to September budget review. Total Appropriation \$5,730

Accounting/HR Computer System

MOTION: On motion by Foley, second by Wingers, the 2019 Accounting/HR Computer System budget was approved to move forward to September budget review. Total Appropriation \$25,000

State Special Charges

MOTION: On motion by Pufahl, second by Foley, the 2019 State Special Charges budget was approved to move forward to September budget review. Total Appropriation \$2,000

Fiscal Charges

MOTION: On motion by Foley, second by Pufahl, the 2019 Fiscal Charges budget was approved to move forward to September budget review. Total Appropriation \$500

PROPOSAL FOR ACTUARY SERVICES 2018-2019

Schepp is proposing a two year contract with Nyhart, an Actuary Service, because our term has ended.

MOTION: On motion by Foley, second by Wingers, the Committee approved the agreement with Nyhart. The cost for FYE 2018 being \$6,000 and FYE 2019 being \$2,300.

HHS ACCOUNTING DEPARTMENT REMODELING

The construction estimate for the Health & Human Services Accounting Department came to \$51,017. The Committee discussed the two furniture bids that came in from M&M and Creative.

MOTION: On motion by Foley, second by Rohrbeck, the Committee approved to proceed with the \$51,017 construction estimate and Creative's quote of \$20,975 for furniture, bringing the total approximate remodel cost to \$72,043.02.

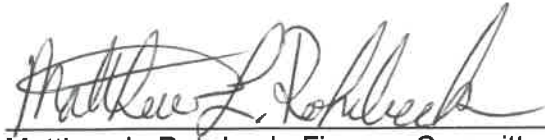
COLUMBIA COUNTY
FINANCE COMMITTEE MINUTES
AUGUST 9, 2018

ADJOURNMENT

MOTION: On motion by Rohrbeck, second by Pufahl, the meeting was adjourned at 11:25 a.m.

Next Meeting: September 13, 2018

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