



**COLUMBIA COUNTY
FINANCE COMMITTEE MINUTES
AUGUST 10, 2022**

MEMBERS PRESENT: Chairman Matthew L. Rohrbeck, Supervisors Darren W. Schroeder, Denise J. Brusveen, Keith F. Miller, and Douglas Richmond

ALSO PRESENT: County Board Chair Chris Polzer, Shonna Neary, Joseph Ruf III, Chris Hardy, Greg Kaminski, Susan Fisher, Amy Yamriska, Sheriff Brandner, Jordan Boehm (CLA)-virtual, Mike Anderson (CLA)-virtual, Katelyn Schara, and Stacy Opalewski

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

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

MINUTES

MOTION: On motion by Schroeder, second by Brusveen, the minutes from the July 13 Finance and July 20, 2022 Joint Planning and Zoning and Finance Committee meetings were approved.

VOUCHERS

MOTION: On motion by Brusveen, second by Schroeder, monthly expenditures for July 9, 2022 through August 4, 2022 for the Treasurer's Office for a total of \$3,047.96 and the Accounting Department for a total of \$36,376.31 were approved.

Total Treasurer/Accounting/CDBG Projects: \$39,424.27

MOTION: On motion by Rohrbeck, second by Brusveen, the monthly disbursement journal (all departments) from July 9, 2022 through August 4, 2022 was approved for a total of \$3,409,668.95.

MOTION: On motion by Schroeder, second by Rohrbeck, County Board Payroll for July 2022 paid in August 2022 was approved for a total of \$9,708.67.

CLIFTONLARSONALLEN AUDIT PRESENTATION

Jordan Boehm and Mike Anderson of CliftonLarsonAllen (CLA) presented the financial statement audit results to the Committee. The County received an unmodified or "clean" opinion. The auditors also congratulated the County for receiving the Government Finance Officers Association (GFOA)'s Certificate of Achievement for Excellence in Financial Reporting for the year ended December 31, 2020.

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SOLID WASTE – APPROVE SOLE SOURCE REQUEST

Solid Waste Director Greg Kaminski explained that the loader needs tires. He was only able to find one vendor that has the tires needed.

MOTION: On motion by Brusveen, second by Schroeder, the Committee approved the Sole Source Request for tires in the amount of \$32,000.

SOLID WASTE – REQUEST AUTHORIZATION TO HIRE LTE – ADMINISTRATIVE ASSISTANT

Kaminski is requesting to hire an Administrative Assistant-LTE for one week due to lack of staff.

MOTION: On motion by Schroeder, second by Brusveen, the Committee approved hiring an Administrative Assistant-LTE for a week totaling \$827.

MEDICAL EXAMINER – LINE ITEM TRANSFER

Medical Examiner Katelyn Schara explained the request for the morgue cooler equipment replacement.

MOTION: On motion by Brusveen, second by Rohrbeck, the Committee approved the request to transfer \$9,150 from the Autopsies Account to the Outlay Account to cover the cost of the morgue cooler equipment replacement.

SHERIFF – APPROVE SOLE SOURCE REQUEST

Sheriff Roger Brandner explained the request and need for the cameras for the license plate reader system. This is the only company that is compatible with our current system.

MOTION: On motion by Schroeder, second by Brusveen, the Committee approved the Sole Source Request for the license plate reader system cameras in the amount of \$23,068.

HEALTH CARE CENTER – CHANGE IN OUTLAY REQUESTS

Health Care Center Amy Yamriska explained that the skid loader is on an every year trade in schedule and the costs have increased from what was budgeted.

MOTION: On motion by Brusveen, second by Rohrbeck, the Committee approved the Change in Outlay of \$1,900 from the Back Driveway Resurfacing to the Skid Loader-Annual Replacement to cover the shortfall.

Yamriska explained that the administrator's house roof came in over budget. The roof needs to be replaced this year to prevent further deterioration.

MOTION: On motion by Rohrbeck, second by Brusveen, the Committee approved the Change in Outlay of \$3,320 from the Hydrocollator to the Roof-Administrator House to repair the administrator's house roof.

COUNTY TREASURER

Treasurer Stacy Opalewski explained the department budget requests. Interest rates are starting to increase.

Treasurer Budget

The Committee requested to reduce the Training/Conventions Account by \$350 to comply with the one percent decrease.

MOTION: On motion by Rohrbeck, second by Brusveen, the Committee approved the 2023 budget requests for County Treasurer [Total Appropriation \$286,900] and County Treasurer Revenue [\$486,000] to move forward to September budget review with the revision to Training/Conventions.

MOTION: On motion by Rohrbeck, second by Brusveen, the outlay request was approved to move forward to September budget review.

Total Outlay: \$1,100

Tax Deed Expense

MOTION: On motion by Schroeder, second by Brusveen, the Committee approved the 2023 Tax Deed Expense budget to move forward to September budget review. No County Appropriation.

*CDBG-PARCEL 11004-1460

CLOSED SESSION

MOTION: On motion by Schroeder, second by Brusveen, the committee went into closed session at 8:53 a.m. pursuant to sec. 19.85(e) & (g), Wis. Stats., "deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session" and "conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved." [*CDBG-Parcel 11004-1460].

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

OPEN SESSION

MOTION: On motion by Schroeder, second by Brusveen and unanimous committee approval, the meeting reconvened in open session at 9:15 a.m.

MOTION: On motion by Richmond, second by Schroeder, the Committee approved removing Parcel 11004-1460 from the CDBG project.

UPDATE ON CDBG/RLF-CLOSE/REVIEW BIDS AND FINALIZE PROJECTS

Highway Commissioner Chris Hardy gave an update on the Highway, Health Care Center, and Elevator Projects. The Courthouse elevator may not meet the October 31, 2022 project completion deadline.

Hardy explained the Change Order #3 request from IBS to include the badges for the security system project.

MOTION: On motion by Rohrbeck, second by Schroeder, the Committee approved Change Order #3 to purchase id badges for an increase of \$1,476.

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RESOLUTION – AUTHORIZE AMERICAN RESCUE PLAN ACT EXPENDITURES

Corporation Counsel Director Joseph Ruf III gave an overview of the ARPA Resolution for Highway/Land & Water Conservation – Park Lake Rip Rap due to the Fiscal Note of \$42,700. The project has already been bid out and will go to the Executive Committee and County Board for approval.

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 gave an overview on the ARPA funding and current requests. The current requests will go to the August 11, 2022 Executive Committee meeting for approval.

Supervisor Keith Miller joined the meeting at 9:30 a.m.

ACCOUNTING BUDGET

Neary gave an overview on the department's budgets.

Accounting Administration

The Committee requested to remove the smart phone from the budget since it isn't utilized often. This would decrease the budget an additional \$550.

MOTION: On motion by Miller, second by Rohrbeck, the Committee approved the 2023 Accounting Administration budget as amended to move forward to September budget review. Total Appropriation \$713,100.

Single Audit

MOTION: On motion by Brusveen, second by Miller, the Committee approved the 2023 Single Audit budget to move forward to September budget review. Total Appropriation \$40,050.

Indirect Cost Allocation Plan

MOTION: On motion by Miller, second by Schroeder, the Committee approved the 2023 Indirect Cost Allocation Plan budget to move forward to September budget review. Total Appropriation \$5,810.

Accounting/HR Computer System

MOTION: On motion by Miller, second by Brusveen, the Committee approved 2023 Accounting/HR Computer System budget to move forward to September budget review. Total Appropriation \$10,000.

State Special Charges

We have not received the updated amount from the State yet. The 2022 numbers are currently reflected in this budget.

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MOTION: On motion by Rohrbeck, second by Miller, the Committee approved the 2023 State Special Charges budget to move forward to September budget review with the tentative numbers. Total Appropriation \$1,740.

REPLACEMENT REQUEST – HHS ACCOUNTING AIDE

Neary explained the request to fill the vacant Health & Human Services Accounting Aide position. The employee transferred to another department in the County for an 8 hour position vs. the 7.5 hour Accounting Aide position.

MOTION: On motion by Miller, second by Schroeder, the Committee approved the request to fill the HHS Accounting Aide position due to a transfer.

REVIEW OF COUNTY FINANCES

Neary gave an overview on the August County financials.

ADJOURNMENT

MOTION: On motion by Miller, second by Schroeder, the meeting was adjourned at 10:45 a.m.

Next Meeting: September 14, 2022

Respectfully Submitted:



Denise J. Brusveen, Finance Committee Secretary



Sarah Parker, Recording Secretary

CC: Finance Committee
County Board Chair
Shonna Neary

Joseph Ruf III
Susan M. Moll
Internet