



**COLUMBIA COUNTY
FINANCE COMMITTEE MINUTES
AUGUST 12, 2021**

MEMBERS PRESENT: Chairman Matthew L. Rohrbeck, Supervisors Christopher Polzer, James E. Foley, Bob Koch, and JoAnn Wingers

ALSO PRESENT: County Board Chair Vern E. Gove, Supervisor Nancy Long, Lois Schepp, Shonna Neary, Joseph Ruf III, Chris Hardy, Jim Stilson, Dave Drews, and Stacy Opalewski

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

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

MINUTES

MOTION: On motion by Foley, second by Koch, the minutes from the July 15 and 21, 2021 Finance Committee meeting were approved.

VOUCHERS

MOTION: On motion by Foley, second by Wingers, monthly expenditures for July 14 through August 5, 2021 for the Treasurer's Office for a total of \$5,283.73 and the Accounting Department for a total of \$14,935.31 were approved.

Total Treasurer/Accounting: \$20,219.04

MOTION: On motion by Wingers, second by Polzer, the monthly disbursement journal (all departments) from July 14 through August 5, 2021 was approved for a total of \$3,533,254.19.

MOTION: On motion by Foley, second by Wingers, County Board Payroll for July 2021 meetings paid in August 2021 was approved for a total of \$6,782.50.

HIGHWAY – CHANGE IN OUTLAY/USE OF EQUITY

Highway Commissioner Chris Hardy explained to the Committee that the bid received for the Lodi Fuel System Upgrade is over budget. Hardy is requesting to transfer a total of \$42,236 from Capital Outlay – Machinery & Equipment, Buildings, and Salt Domes and \$31,949 from equity for a total funding request of \$74,185.

MOTION: On motion by Wingers, second by Polzer, the Committee approved transferring \$42,236 from Capital Outlay and \$31,949 from equity to apply \$74,185 towards the Lodi Fuel System Upgrade.

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SHERIFF – APPROVE SOLE SOURCE PURCHASE

Captain Jim Stilson explained the importance of purchasing the same full-body scanner for the Jail that is already in the Huber Center. The Tek84 Intercept has been approved at the necessary Committees and County Board.

MOTION: On motion by Wingers, second by Polzer, the Committee approved the Sole Source request to purchase a Tek84 Intercept for the Jail in the amount of \$144,000. This purchase is grant funded.

SHERIFF – CHANGE IN OUTLAY

MOTION: On motion by Foley, second by Polzer, the Committee approved the request to transfer \$3,100 from the Tactical ERT Helmets/Headsets account to the Decibel Reader account to purchase a decibel reader in order to enforce decibel ordinances. The device will be used by the Planning & Zoning Department and Sheriff's Office.

FACILITIES MANAGEMENT – CHANGE IN OUTLAY

Facilities Management Director Cory Wiegel explained that the measurements were not accurate when budgeting for the Phone Room A/C project causing the project to be over budget.

MOTION: On motion by Koch, second by Polzer, the Committee approved transferring \$3,500 from the Jail Cooling Tower account to the Phone Room A/C account.

MANAGEMENT INFORMATION SERVICES – LINE ITEM TRANSFER

MIS Director Dave Drews explained that with the construction taking place in the City of Portage Hwy 51 Project, the County's buried lines are being located by Vanguard/Diggers Hotline causing this account to be over budget.

MOTION: On motion by Foley, second by Wingers, the Committee approved the request to transfer \$2,000 from the Software Maintenance account to the General Contracted Services account to cover the overage.

TREASURER – REQUEST FROM FORMER OWNER TO REPURCHASE TAX DELINQUENT PROPERTY-TOWN OF FORT WINNEBAGO PARCEL NO. 44.A

County Treasurer Stacy Opalewski received a letter from the former owner requesting to repurchase the property.

MOTION: On motion by Foley, second by Wingers, the Committee approved the former owner repurchasing the property.

MOTION: On motion by Rohrbeck, second by Wingers, the Committee approved reconsidering the purchase of the property due to it being part of the CDBG grant.

MOTION: On motion by Koch, second by Foley, the Committee denied the request from the former owner to repurchase the property.

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TREASURER BUDGET

County Treasurer

MOTION: On motion by Koch, second by Wingers, the Committee approved the 2022 budget requests for County Treasurer [Total Appropriation \$280,740] and County Treasurer Revenue [\$511,000] to move forward to September budget review.

Tax Deed Expense

MOTION: On motion by Koch, second by Foley, the Committee approved the 2022 Tax Deed Expense to move forward to September budget review. No County Appropriation.

LINE ITEM TRANSFERS/CHANGE IN OUTLAY

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

AMERICAN RESCUE PLAN ACT OF 2021

Accounting Supervisor/Project Manager Shonna Neary gave an update to the Committee on the American Rescue Plan Act (ARPA) funds. Neary gave an overview on funding, reporting, use of funds, restrictions, current eligible expenditures, and expenditure requests.

PLANNING & ZONING – LINE ITEM TRANSFERS

MOTION: On motion by Wingers, second by Polzer, the Committee approved the request to transfer \$500 from the Publications/Subscriptions account to the Copy Machine account due to an increase in copies.

MOTION: On motion by Foley, second by Wingers, the Committee approved the request to transfer \$900 from the Training/Conventions account to the Bank Charges account due to an increase in credit/debit card use.

MOTION: On motion by Foley, second by Polzer, the Committee approved the request to transfer \$1,000 from the Gas/Oil account to the Postage account due to activity/services increasing for required mailings.

MOTION: On motion by Koch, second by Wingers, the Committee approved the request to transfer \$300 from the Computer Support account to the Postage account due to activity/services increasing for required mailings.

LAND & WATER – LINE ITEM TRANSFER

MOTION: On motion by Wingers, second by Koch, the Committee approved the request to transfer \$1,880 from the Program Dollars account to the Vehicle Maintenance account to purchase emergency lights for the vehicles during roadside spot checks and field inspections.

COUNTY BOARD – LINE ITEM TRANSFER

MOTION: On motion by Polzer, second by Koch, the Committee approved the request to transfer \$1,330 from the Capital Outlay-County Board account to the County Board-Contract Services account to cover the architect services for building/remodel/expanding options for the Health & Human Services Director and Facilities Management offices.

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CLOSED SESSION

MOTION: On motion by Foley, second by Polzer, the Committee went into closed session at 9:25 a.m. pursuant to Wisconsin Statutes Section 19.85 (1)(e), 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 [2022 UW-Extension Contract]. If the Committee goes into closed session, it will return to open session.

ROLL CALL VOTE: Ayes: 5, as follows: Rohrbeck, Polzer, Foley, Wingers, and Koch
Noes: 0

OPEN SESSION

MOTION: On motion by Foley, second by Koch, and unanimous committee approval, the meeting reconvened in open session at 10:30 a.m.

*2022 UW-EXTENSION CONTRACT

MOTION: On motion by Rohrbeck, second by Foley, the Committee approved a full-time AG Educator in the Land & Water Department under the supervision of Kurt Calkins. The employee will follow Columbia County's Policies and Procedures. The Committee is requesting the Accounting Department to have budget numbers for budget review in September.

UPDATE ON CDBG/RLF-CLOSE

Highway Commissioner Chris Hardy gave an update on the CDBG/RLF-Close projects. Grothman is almost done completing surveys and Terracon Environmental is finishing the parcels. The project is currently \$7,854 under budget and expected to be complete the end of September.

REVIEW LABOR COMPLIANCE CONSULTANT BID-CDBG-PF PROJECT AND DETERMINE IMPLEMENTATION PLAN

The Committee is putting a hold on the Courthouse elevator until the IS&P Committee can obtain a quote on the cost of a new elevator. The Law Enforcement Center elevator is approved to be installed.

MOTION: On motion by Foley, second by Wingers, the Committee approved the Jewel & Associates Contract with the amount not to exceed \$28,300.

AWARD BID-HEALTH CARE CENTER WINDOWS-CDBG-PF FUNDING

The budget for this project was \$68,000. The bids that came in were \$40,000 over budget. The grant allows a specific project to be over budget, if funds are available in another project. This would replace all the windows in the Health Care Center.

MOTION: On motion by Foley, second by Polzer, the Committee approved the bid by Bachmann Construction for \$109,800.

REVIEW OF COUNTY FINANCES

Comptroller Lois Schepp gave an overview on the County finances.

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ACCOUNTING BUDGET

MOTION: On motion by Rohrbeck, second by Polzer, the Committee approved recommending to the Executive Committee the replacement of Lois Schepp at the September 2021 meeting.

Accounting Administration

MOTION: On motion by Koch, second by Foley, the Committee approved the 2022 Accounting Administration budget to move forward to September budget review. Total Appropriation \$700,760.

Single Audit

MOTION: On motion by Koch, second by Wingers, the Committee approved the 2022 Single Audit budget to move forward to September budget review. Total Appropriation \$42,830.

Indirect Cost Allocation Plan

MOTION: On motion by Koch, second by Foley, the Committee approved the 2022 Indirect Cost Allocation Plan budget to move forward to September budget review. Total Appropriation \$5,810.

Accounting/HR Computer System

MOTION: On motion by Polzer, second by Foley, the Committee approved the 2022 Accounting/HR Computer System budget to move forward to September budget review. Total Appropriation \$8,430.

State Special Charges

MOTION: On motion by Koch, second by Polzer, the Committee approved the 2022 State Special Charges budget to move forward to September budget review. Total Appropriation \$2,000.

ADJOURNMENT

MOTION: On motion by Foley, second by Wingers, the meeting was adjourned at 11:05 a.m.

Next Meeting: September 9, 2021

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