



COLUMBIA COUNTY

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COLUMBIA COUNTY FINANCE COMMITTEE MINUTES AUGUST 13, 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, Lois Schepp, Shonna Neary, Joseph Ruf III, Amy Yamriska, Katie Day, Becky Mulhern, Greg Kaminski, Kurt Calkins, and Deborah Raimer

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

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

MINUTES

MOTION: On motion by Wingers, second by Koch, the July 9 and 15, 2020 Finance Committee meeting minutes were approved.

VOUCHERS

MOTION: On motion by Wingers, second by Foley, monthly expenditures for July 3 through August 10, 2020 for the Treasurer's Office for a total of \$252.89 and the Accounting Department for a total of \$13,022.17 were approved.

Total Treasurer/Accounting: \$13,275.06

MOTION: On motion by Foley, second by Polzer, the monthly disbursement journal (all departments) from July 3 through August 10, 2020 was approved for a total of \$3,773,013.02.

MOTION: On motion by Wingers, second by Polzer, County Board Payroll for July meetings paid in August was approved for a total of \$9,694.71.

HEALTH CARE CENTER – CHANGE IN OUTLAY REQUESTS

Columbia Health Care Center Director Amy Yamriska presented the outlay requests.

MOTION: On motion by Koch, second by Polzer, the Committee approved the outlay request to transfer \$4,700 from the Used Plow Truck outlay item to the Emergency Generator Control Panel outlay item to replace the emergency generator control panel screen due to it failing testing.

MOTION: On motion by Foley, second by Wingers, the Committee approved the outlay request to transfer \$5,500 from the Outlay – Plant Operations outlay item to the Metasys Engine Replacements outlay item to upgrade two engines that operate their Metasys energy control system as they are outdated and no longer supported.

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LEASE OF RESIDENTIAL SIDE LOAD TRUCK

Solid Waste Director Greg Kaminski explained that the 2008 fleet truck is inoperable. It needs a minimum of \$27,000 in repairs and a total of just under \$50,000. The lease proposal from Envirotech for a new truck would be a total of \$249,539 and would be here by September. This would be a 5-year lease and the first payment would be deferred until February 2021.

MOTION: On motion by Koch, second by Wingers, the Committee approved the request to lease a residential side load truck.

PLANNING & ZONING – LINE ITEM TRANSFERS

Planning and Zoning Director Kurt Galkins presented the line item transfer requests.

MOTION: On motion by Koch, second by Wingers, the Committee approved the request to transfer \$500 from the Training/Conventions account to the Bank Charges account to cover the increase in credit card payments due to COVID-19.

MOTION: On motion by Koch, second by Wingers, the Committee approved the request to transfer \$890 from the Vehicle Maintenance account to the Computer Software account to cover the cost of an Adobe license.

HHS – POSITION REQUEST – INCREASE HOURS FROM 28.25 HRS/WK (75%) TO 37.5 HRS/WK (100%) – INFORMATION & ASSISTANCE SPECIALIST (ADRC)

Health and Human Services Acting Director Katie Day presented the request to increase the Information & Assistance Specialist (ADRC) hours from 28.25 hrs/wk (75%) to 37.5 hrs/wk (100%) for the remainder of 2020. The position will return to normal hours in January 2021.

MOTION: On motion by Koch, second by Wingers, the Committee approved increasing the Information & Assistance Specialist (ADRC) hours to 37.5 hrs/wk (100%) for the remainder of 2020 and sunseting January 2021.

TREASURER BUDGET

County Treasurer

MOTION: On motion by Koch, second by Wingers, the Committee approved the 2021 Goals.

MOTION: On motion by Wingers, second by Koch, the Committee approved the 2021 budget requests for County Treasurer [Total Appropriation \$287,030] and County Treasurer Revenue [\$886,000] to move forward to September budget review.

Tax Deed Expense

MOTION: On motion by Foley, second by Koch, the Committee approved the 2021 Tax Deed Expense to move forward to September budget review. No County Appropriation.

1099 CHANGES IMPLEMENTATION

Accounting Supervisor/Project Manager Shonna Neary explained the implementation process of the 1099-MISC changes which will be effective for the 2020 tax year – filed in January 2021.

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LINE ITEM TRANSFERS/CHANGE IN OUTLAY

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

REVIEW OF COUNTY FINANCES

Comptroller Lois Schepp gave an update on current cash/activities for COVID-19 expenditures, property taxes, sales tax revenue, intergovernmental revenue, public charges, miscellaneous revenues, general expenditures, HHS expenditures, Health Care Center, and Highway Operations. She also noted the anticipation of Solid Waste and Health & Human Services being significantly over-budget at year end.

UPDATE ON COVID-19 RELATED COSTS & REVENUES

Neary gave an overview on COVID-19 revenue and expense. There was also discussion on disinfection robots. A robot was purchased for the Jail and we are waiting to see if the DOJ Grant will reimburse the County. If the County doesn't receive funds from the DOJ Grant, then it will be claimed through Routes to Recovery. There is a total of \$264,114.08 worth of eligible expenditures.

ACCOUNTING BUDGET

Accounting Administration

MOTION: On motion by Koch, second by Polzer, the Committee approved the 2021 Goals.

Schepp explained closing the Housing Program and no longer receiving Administration funds.

MOTION: On motion by Koch, second by Wingers, the Committee approved the 2021 Accounting Administration budget to move forward to September budget review. Total Appropriation \$704,510

Single Audit

MOTION: On motion by Koch, second by Foley, the Committee approved the 2021 Single Audit budget to move forward to September budget review. Total Appropriation \$38,480

Indirect Cost Allocation Plan

MOTION: On motion by Wingers, second by Koch, the Committee approved the 2021 Indirect Cost Allocation Plan budget to move forward to September budget review. Total Appropriation \$5,810

Accounting/HR Computer System

MOTION: On motion by Foley, second by Koch, the Committee approved the 2021 Accounting/HR Computer System budget to move forward to September budget review. Total Appropriation \$18,360

State Special Charges

MOTION: On motion by Foley, second by Polzer, the Committee approved the 2021 State Special Charges budget to move forward to September budget review. Total Appropriation \$3,000

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REVIEW BUDGET MEETING DATES

There was discussion whether or not to move budget hearing meetings up since WCA dates were canceled. The Committee decided to keep the current budget review schedule.

ADJOURNMENT

MOTION: On motion by Koch, second by Foley, the meeting was adjourned at 9:40 a.m.

Next Meeting: September 10, 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
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