



COLUMBIA COUNTY

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COLUMBIA COUNTY FINANCE COMMITTEE MINUTES SEPTEMBER 10, 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, Greg Kaminski, Cory Wiegel, Katie Day, Dave Drews, Roger Brandner, Greg Bisch, Cathy Karls, Matt Bortz, and Jesica Lattimer

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 Wingers, second by Polzer, the minutes of the August 13, 2020 Finance Committee meeting were approved.

VOUCHERS

MOTION: On motion by Foley, second by Wingers, monthly expenditures for August 11 through September 3, 2020 for the Treasurer's Office for a total of \$1,451.00 and the Accounting Department for a total of \$2,063.83 were approved.

Total Treasurer/Accounting: \$3,514.83

MOTION: On motion by Wingers, second by Koch, the monthly disbursement journal (all departments) from August 11 through September 3, 2020 was approved for a total of \$3,683,598.31.

MOTION: On motion by Wingers, second by Polzer, County Board Payroll for August meetings paid in September was approved for a total of \$6,276.51.

SW – POSITION REVISION REQUEST – TRUCK DRIVER TO MAINTENANCE MECHANIC

Solid Waste Director Greg Kaminski presented the request to change one of his drivers to a mechanic. The employee is currently doing both positions and being paid at both rates.

MOTION: On motion by Koch, second by Polzer, the Committee approved the request to reclass a Truck Driver (Grade G) to Maintenance Mechanic (Grade H) effective January 1, 2021.

FACILITIES MANAGEMENT – LINE ITEM TRANSFER

Facilities Management Director Cory Wiegel explained to the Committee that three items were removed from the Facilities Management 2021 budget and to be completed in 2020. They would like to use money remaining in the Jail Remodeling account to do the following:

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- Clean, re-paint, and re-stain the double-sided redwood sign
- Remove and replace the vinyl law enforcement signage above both main entrances to the LEC
- Remove and replace the existing LEC work room floor with LVT

MOTION: On motion by Koch, second by Polzer, the Committee approved the request to transfer \$9,890 from the Remodeling account to the LEC Outlay account to cover repairing signage and the work room flooring at the Law Enforcement Center.

MIS – FIBER OPTIC RESOLUTION

MIS Director Dave Drews explained to the Committee that due to the construction on DeWitt Street/STH 51, the County owned fiber optic cable connecting the Courthouse and the Law Enforcement Center needs to be relocated.

MOTION: On motion by Foley, second by Wingers, the Committee approved the Resolution to transfer an amount not to exceed \$28,000 from the Contingency Fund Account No. 9997 to the Information Technology Capital Outlay Account No. 8000.844000.152 to relocate the County owned fiber optic cable.

MIS – LINE ITEM TRANSFER

Drews is requesting to replace funds that were transferred earlier this year to cover the cost of an archiving server. It was determined after researching a product for a lesser cost, it will not meet the necessary requirements.

MOTION: On motion by Koch, second by Polzer, the Committee approved the request to transfer \$12,000 from the IT Consultant account to the Capital Outlay account to replace the funds used earlier in the year for an archiving server.

COSO – LINE ITEM TRANSFER

Sheriff Roger Brandner explained to the Committee that they are short on vehicles. Due to COVID, they have a savings in their Prisoner Food Contract account. He is requesting to use remaining 2020 monies for two squads. The requested amount will cover the vehicles and equipment.

MOTION: On motion by Polzer, second by Koch, the Committee approved the request to transfer \$72,000 from the Prisoner Food Contract account to the Sheriff Autos Outlay account to purchase two squads, contingent on Public Safety approval.

CHCC – WATER METERING PIT PROJECT RESOLUTION

Columbia Health Care Center Director Amy Yamriska explained the Resolution to upgrade the existing underground water meter pit to an above ground station. The current underground water meter pit is obsolete and can no longer be operated.

MOTION: On motion by Koch, second by Polzer, the Committee approved the Resolution to transfer an amount not to exceed \$69,500 from the Health Care Center Unrestricted Equity Account No. 610.328100 to the Capital Outlay Other Building Improvements Account No. 8010.833000.005 to upgrade the existing underground water meter pit. Approval not unanimous.

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LINE ITEM TRANSFERS/CHANGE IN OUTLAY

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

HHS – FINANCIAL OPERATIONS

Assistant Comptroller Cathy Karls presented a report on Health and Human Services operations. The topics included: About the HHS Accounting Department, Department Divisions & Accounts, Understanding Revenues, Additional HHS Information, Contracts, and 2021 HHS Budget Highlights.

REVIEW OF COUNTY FINANCES

Comptroller Lois Schepp gave an update on current cash/activities for COVID-19 expenditures, property taxes due, 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

Accounting Supervisor/Project Manager Shonna Neary gave an overview on COVID-19 revenue and expense. Columbia Health Care Center received additional funds to help offset costs. The next claim to be submitted to the State for reimbursement is due on Tuesday, September 15, 2020 and will be approximately \$200,000. After that we will be allowed to submit one more claim which is due November 6, 2020.

2020 EQUALIZED VALUES

Schepp presented the 2020 Equalized Value Report to the Committee. She noted in 2019 we increased 5% and this year we had a 4% increase.

2021 BUDGET REVIEW

Budget materials were distributed to the Committee.

REVIEW PERSONNEL COSTS/ISSUES

Corporation Counsel Joseph Ruf III gave an overview of requests for 2021 new/revised positions and requests for increased weekly hours. The requests were approved and ranked by the HR/Executive Committee. At this time the requests are not included in the 2021 budget.

2021 POSITION REQUESTS

RANK	DEPARTMENT	POSITION	REQUEST
1	Health Care Center	Environmental Service Aides	Reclassing positions to 80% besides open position
2	Health Care Center	Dietary Aides	Reclass positions up one grade
3	Health & Human Services	WIC Program Coordinator	Increase from 37.5-40 hrs./week
4	Health & Human Services	Registered Dietetic Technician	Increase from 33.75-37.5 hrs./week

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RANK	DEPARTMENT	POSITION	REQUEST
5	Veterans Service	Administrative Assistant	New Position
6	Health & Human Services	PT Information & Assistance Spec.	Increase from 18.75 to 28.25 hrs./week
7	Sheriff	PT Secretary	Increase from 20-32 hrs./week
8	Sheriff	Dispatch Sergeant	Reclass to Step 10
9	Highway	Highway Maintenance Workers	Reclass to Patrolmen
10	Solid Waste	Office Assistant	Increase from 24-32 hrs./week
11	Health & Human Services	Social Worker	New Position
12	Facilities Management	Janitor	Increase wages \$2.00 while training
13	Facilities Management	Facilities Maintenance Worker	Reclass position up one grade
14	Health & Human Services	Social Worker	New Position
15	*District Attorney	Victim Witness Coordinators	Increase from 37.5-40 hrs./week
16	*District Attorney	Legal Secretary	Increase from 37.5-40 hrs./week
17	*Facilities Management	Janitors (2)	Reclass to Crew Leader
18	Facilities Management	Janitors (2)	New Positions
19	*Facilities Management	Crew Leaders (2)	Reclass positions up one grade
20	*District Attorney	Legal Secretary	Increase from 18.75-40 hrs./week
21	Facilities Management	Janitors	Reclass current positions up one grade
21	Facilities Management	Janitors	Reclass new positions up one grade
22	UW Extension	Administrative Assistant	Reduce from 37.5-25 hrs./week
	Solid Waste	PT Laborer-Drop Off Attendant	Increase from \$11-\$14/hour

*Not approved by governing committee

BUDGET REVIEW


Schepp gave an overview of the budget process. Per the County Levy Limit, the total allowable levy increase is approximately \$230,519. To meet this limit, \$1,245,604 will need to be reduced from the levy. This amount doesn't reflect the new position requests totaling \$444,500.

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ADJOURNMENT

MOTION: On motion by Foley, second by Polzer, the meeting was adjourned at 12:25 p.m.

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