



**COLUMBIA COUNTY  
FINANCE COMMITTEE MINUTES  
SEPTEMBER 13, 2023**

**MEMBERS PRESENT:** Supervisors Darren W. Schroeder, Denise Brusveen, Keith F. Miller, and Douglas Richmond

**ALSO PRESENT:** County Board Chair Chris Polzer, Joseph Ruf III, Shonna Neary, Sarah Parker, Chris Hardy, Heather Gove, Jason Willemarck, Stacy Opalewski, Amy Yamriska, Greg Kaminski, and Bob Koch

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

**MOTION:** On motion by Miller, second by Richmond, the agenda was approved.

MINUTES

**MOTION:** On motion by Brusveen, second by Miller, the minutes from the August 9, 2023 Finance Committee meeting were approved.

VOUCHERS

**MOTION:** On motion by Brusveen, second by Miller, monthly expenditures for August 4, 2023 through September 7, 2023 for the Treasurer's Office for a total of \$5,699.38 and the Accounting Department for a total of \$2,738.71 were approved.

Total Treasurer/Accounting: \$8,438.09

**MOTION:** On motion by Richmond, second by Miller, the monthly disbursement journal (all departments) from August 4, 2023 through September 7, 2023 was approved for a total of \$4,111,595.44.

**MOTION:** On motion by Miller, second by Richmond, County Board Payroll for August 2023 paid in September 2023 was approved for a total of \$11,772.72.

HEALTH CARE CENTER – CHANGE IN OUTLAY REQUESTS

Health Care Center Administrator Amy Yamriska explained the Change in Outlay requests.

**MOTION:** On motion by Brusveen, second by Miller, the Committee approved the Change in Outlay of \$2,500 from the Bariatric Reclining W/C line to purchase two Bariatric Reclining Shower Chairs.

**MOTION:** On motion by Richmond, second by Miller, the Committee approved the Change in Outlay of \$10,725 from the Heat Pump lines to purchase Twin Water Softeners to replace the failing water softeners.

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HEALTH CARE CENTER – LINE ITEM TRANSFER

MOTION: On motion by Miller, second by Richmond, the Committee approved the request to transfer \$5,150 from the Environmental Services Equipment Account to the Capital Outlay-Housekeeping Account to purchase a walk-behind floor scrubber.

SOLID WASTE – CHANGE IN OUTLAY

Solid Waste Director Greg Kaminski explained the John Deere 524 loader is in need of major repairs and would like to replace it with a used loader.

MOTION: On motion by Brusveen, second by Miller, the Committee approved the Change in Outlay of \$147,375 from the Recycling-Small Loader (\$23,500), Recycling-Forklift (\$60,000), Refuse-Side Load Truck (\$61,000) and Refuse-Roll Off Truck (\$2,875) line items to purchase a used loader.

FACILITIES MANAGEMENT – CHANGE IN OUTLAY

Facilities Management Director Jason Willemarck explained the emergency repair of the Huber kitchen freezer.

MOTION: On motion by Richmond, second by Miller, the Committee approved the Change in Outlay of \$8,927 from the Water Piping-Huber Kitchen line to purchase the Kitchen Freezer TXV Condenser Valve & Compressor Replacement.

HEALTH & HUMAN SERVICES – POSITION REQUEST-INCREASE ELDER BENEFIT SPECIALIST HOURS

Health & Human Services Director Heather Gove is requesting to increase the Elder Benefit Specialist (EBS) worker from 37.5 hours to 40 hours during open enrollment using MIPPA grant funds. The open enrollment period is from October 15, 2023 to December 7, 2023.

MOTION: On motion by Brusveen, second by Richmond, the Committee approved increasing the EBS worker hours from 37.5 hours to 40 hours using MIPPA grant funds from October 15, 2023 to December 7, 2023.

TREASURER'S REPORT

County Treasurer Stacy Opalewski gave an overview on investments and interest rates. Interest rates remain higher than budgeted.

TREASURER – ORDINANCE-FEE SCHEDULE

Opalewski is requesting to update the Treasurer Fees in Chapter 7.18 in the Columbia County Ordinance with the following additions:

Type	Cost
Prorated Costs of Title Searches for Tax Foreclosures	\$60.00 per parcel
County staff time spent on sale of tax delinquent property after 3/31/2022 Wisconsin Act 216	\$125.00 per hour

MOTION: On motion by Miller, second by Richmond, the Committee approved the amended Ordinance Chapter 7.18 as presented.

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HIGHWAY – CHANGE IN OUTLAY

Highway Commissioner Chris Hardy explained the 2022 carry-over tandem axle plow truck is over budget and the Rosco sweeper is under budget.

MOTION: On motion by Miller, second by Richmond, the Committee approved the Change in Outlay of \$13,030 from the Rosco Sweeper to the Tandem Axle Plow Truck to cover the shortfall.

\*HIGHWAY – FLEET MANAGER COMPENSATION REVIEW

\*HIGHWAY – FLEET FOREMAN COMPENSATION REVIEW

\*HIGHWAY – MECHANICS COMPENSATION REVIEW

\*HIGHWAY – ASSET PROGRAM MANAGER COMPENSATION REVIEW

\*HIGHWAY – PATROL SUPERINTENDENTS COMPENSATION REVIEW

\*HIGHWAY – SAFETY & ENVIRONMENTAL MANAGER COMPENSATION REVIEW

CLOSED SESSION

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MOTION: On motion by Brusveen, second by Miller, the committee went into closed session at 9:40 a.m. pursuant to sec. 19.85(1)(c), Wis. Stats., "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility." [\*Highway-Fleet Manager Compensation Review; Highway-Fleet Foreman Compensation Review; Highway-Mechanics Compensation Review; Highway-Asset Program Manager Compensation Review; Highway-Patrol Superintendents Compensation Review; Highway-Safety & Environmental Manager Compensation Review].

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

Polzer, Ruf, Hardy, Neary, and Parker were present in closed session.

OPEN SESSION

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MOTION: On motion by Brusveen, second by Miller and unanimous committee approval, the meeting reconvened in open session at 10:18 a.m.

MOTION: On motion by Miller, second by Brusveen the Committee approved the following as discussed in closed session:

- Fleet Manager – Grade M, Step 3 to Grade O, Step 1
- Asset Program Manager – Grade M, Step 8 to Grade O, Step 7
- Safety & Environmental Manager – Grade M, Step 2 to Grade O, Step 5
- Patrol Superintendent – Grade M, Step 3 to Grade O, Step 3
- Patrol Superintendent – Grade M, Step 1 to Grade O, Step 1
- Fleet Foreman – Grade J, Step 6 to Grade K, Step 6
- Master Mechanic – Grade J, Step 2/3 to Grade K, Step 2/3
- Master Mechanic – Grade J, Step 3 to Grade K, Step 6
- Master Mechanic – Grade J, Step 3/4 to Grade K, Step 3/4
- Master Mechanic – Grade J, Step 3 to Grade K, Step 5
- Master Mechanic – Grade J, Step 3 to Grade K, Step 4
- Master Mechanic – Grade J, Step 3 to Grade K, Step 2
- Master Mechanic (2) – Grade J, Step 6 to Grade K, Step 5

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- Master Mechanic (3) – Grade J, Step 1 to Grade K, Step 1

COMPENSATION STUDY FUNDING

Comptroller Shonna Neary explained that after the Human Resources Committee reviewed the personnel requests for the 2024 budget, they would like the Finance Committee to revisit funding for a compensation study.

MOTION: On motion by Brusveen, second by Miller, the Committee approved moving forward with a Request for Proposal for a compensation study. A joint meeting for Human Resources and Finance will be held to review bids.

LINE ITEM TRANSFERS/CHANGE IN OUTLAY

No other line item transfers or change in outlay were discussed.

AMERICAN RESCUE PLAN ACT OF 2021

Neary reviewed the ARPA summary. The following requests will be going to the September 14, 2023 Executive Committee for approval:

- MIS-Courthouse AV-Branch 1
- MIS-County Board Room AV
- Highway-Portage Shop Salt Building
- Highway-CTH K/Smokey Hollow Rd

PURCHASING MANUAL UPDATE

Neary explained a change needed in the Purchasing Manual. Under Section 4.6 Purchase of Professional Services, "The County Chair shall sign all agreements/contracts" has been removed from other sections of the manual and should be removed from this section for consistency.

MOTION: On motion by Miller, second by Richmond, the Committee approved the update to the Purchasing Manual.

REVIEW OF COUNTY FINANCES

Neary gave an overview on the County financials, 2023 budget changes, personnel reclassifications and changes, notable issues, and Accounting Department initiatives/projects.

POSITION REPLACEMENT REQUEST – HHS ACCOUNTING ASSISTANT

Neary is requesting to fill an HHS Accounting Assistant position due to a vacancy.

MOTION: On motion by Brusveen, second by Miller, the Committee approved the request to fill the vacant HHS Accounting Assistant position.

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2024 PERSONNEL REQUEST

Neary explained the Accountant I-Central and most senior Accounting Assistant-Hwy won't be getting a step increase in 2024. These positions complete additional advanced tasks including training other staff and department heads. She is requesting the positions receive a step increase on their anniversary date in 2024.

MOTION: On motion by Miller, second by Richmond, the Committee approved the request to move forward in the budget review process.

2024 BUDGET REVIEW

Neary explained in County Board Standing Rule 5(3) it states, "Accounting shall also provide the full board with the cost estimate of the total increase for any proposed amendment that includes a financial increase to the proposed budget, in writing, before the full board votes on that amendment". An amendment form was used as part of the 2023 budget process. The form will be updated for 2024 and presented with the budget. If a Board Supervisor would like to request a budget amendment, they will be able to meet with Accounting to complete the form for the November County Board meeting. Accounting will provide all amendments for the County Board packets.

The Human Resources Committee recommended a 2.5% Across the Board (ATB) increase. That amount is not built into the budget. The Finance Committee reviewed other counties' ATB rates.

In October, the Making Cents book will be updated to assist in understanding county finances and budget.

The 2024 allowable increase (net new construction) is \$292,176. The amount to reduce from the 2024 budget requests is \$3,270,280. Personnel requests are not included in the budget. The health insurance is built into the budget at an increase of 6%.

ADJOURNMENT

MOTION: On motion by Brusveen, second by Miller, the meeting was adjourned at 11:43 a.m.

Next Meeting: September 15, 2023

Respectfully Submitted:

  
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Denise Brusveen, Finance Committee Secretary

  
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Sarah Parker, Recording Secretary

CC: Finance Committee  
County Board Chair

Joseph Ruf III  
Susan M. Moll

Shonna Neary  
Internet