



**COLUMBIA COUNTY
FINANCE COMMITTEE MINUTES
SEPTEMBER 14, 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, Supervisors Liz Miller and Eric Shimpach, Shonna Neary, Joseph Ruf III, Chris Hardy, Amy Yamriska, Jason Willemarck, Heather Gove, Dean Kaderabek, and Kurt Calkins

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

MOTION: On motion by Miller, second by Schroeder, the revised agenda was approved with moving the following items to the final budget hearing meeting on September 30, 2022:

- HHS – Compensation Review for Multiple Individual HHS Positions
- Land & Water Conservation Department – Compensation Review LWCD Resource Management Specialist
- Child Support – Compensation Review-Paralegals
- Child Support – Compensation Review-Legal Secretary
- Child Support – Compensation Review-Financial Clerk

MINUTES

MOTION: On motion by Richmond, second by Miller, the minutes from the August 10, 2022 Finance Committee meeting were approved.

VOUCHERS

MOTION: On motion by Brusveen, second by Schroeder, monthly expenditures for August 5, 2022 through September 8, 2022 for the Treasurer’s Office for a total of \$4,411.15 and the Accounting Department for a total of \$189,949.91 were approved.

Total Treasurer/Accounting/CDBG Projects: \$194,361.06

MOTION: On motion by Schroeder, second by Miller, the monthly disbursement journal (all departments) from August 5, 2022 through September 8, 2022 was approved for a total of \$3,397,843.90.

MOTION: On motion by Richmond, second by Brusveen, County Board Payroll for August 2022 paid in September 2022 was approved for a total of \$8,899.63.

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COLUMBIA HEALTH CARE CENTER – CHANGE IN OUTLAY

Health Care Center Administrator Amy Yamriska explained that after removing shingles from the Administrator House roof it was noted that most of the underlayment was rotted and needed to be replaced. There are remaining funds from the resurfacing of the parking lot that will be used to cover the repair.

MOTION: On motion by Miller, second by Richmond, the Committee approved the Change in Outlay of \$2,790 from the Back Driveway Resurfacing to the Roof-House to replace the underlayment.

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 is planned to be completed the beginning of November.

Hardy explained the Change Order #1 request from Advanced Building Corporation is to install a heat pump for the IT closet in Willow Court for an increase of \$9,183.90. This Change Order would be pending State approval. He also explained the Change Order #6 request from Terracon Consultants for the Site Investigation and Remedial Action Plan report for an increase of \$15,700.

Motion: On motion by Miller, second by Richmond, the Committee approved Change Order #1 for an increase of \$9,183.90 and Change Order #6 for an increase of \$15,700.

HIGHWAY – RESOLUTION-SUPERVISORS CALL IN PAY

Hardy explained the Resolution to pay managerial employees \$25.00 for each hour of performance when they are required to respond and use their CDL or function in an operator capacity to plow, load or haul winter materials during a winter emergency. This would be paid in addition to on-call pay and subject to approval by the Highway Commissioner.

MOTION: On motion by Schroeder, second by Miller, the Committee approved the Resolution to pay managerial employees \$25.00 per hour when they are required to respond and use their CDL.

HIGHWAY – POSITION REQUEST-LTE ADMINISTRATIVE ASSISTANT

Hardy explained the request for an LTE Administrative Assistant to help organize files. The position is requested for 24 weeks at \$16.00 per hour. Funds are available from the vacant Patrolman positions that the Department has had throughout the current year.

MOTION: On motion by Rohrbeck, second by Miller, the Committee approved the request for an LTE Administrative Assistant with no County levy dollars used.

HIGHWAY – INCREASE WINTER LTES

Hardy is requesting to increase winter LTE positions from four (4) to eight (8). The Department is currently trying to fill eight (8) permanent CDL positions. The main focus is to fill the permanent positions, but if they are unable to, the Highway Commissioner would like the discretion to fill those in an LTE capacity. There would be no fiscal impact since current full-time positions are vacant and will result in a savings. Once the full-time positions are filled, the additional LTE positions would be eliminated.

MOTION: On motion by Miller, second by Rohrbeck, the Committee approved the request to increase winter LTE positions from four (4) to eight (8) at no additional cost to the County.

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HIGHWAY – CHANGE IN OUTLAY

Hardy explained that the fuel system software requires a card reader upgrade which exceeded the budget. The Columbus fuel system upgrade has been delayed so funds are available from this project.

MOTION: On motion by Miller, second by Brusveen, the Committee approved the Change in Outlay of \$5,260 from the Columbus Fuel System Upgrade to the Fuel System Software to cover the cost of the card reader upgrade.

HIGHWAY – SOLE SOURCE BRINE MAKER

Hardy explained the state purchased the salt brine maker and this is the manufacturer and model that the state required.

MOTION: On motion by Schroeder, second by Rohrbeck, the Committee approved the Sole Source Request for the salt brine maker that the state purchased in the amount of \$133,549.

LAND INFORMATION – LINE ITEM TRANSFER

Land Information Director Dean Kaderabek explained that during building construction the card reader infrastructure was completed on their secondary door entrance, but the installation/programming of the hardware wasn't completed.

MOTION: On motion by Miller, second by Schroeder, the Committee approved the request to transfer \$1,070 from the Office Supplies Account to the Capital Outlay Account to complete the installation/programming of the card reader.

FACILITIES MANAGEMENT – CHANGE IN OUTLAY

Facilities Management Director Jason Willemarck explained that the water softener bid came back higher than what was budgeted at the Courthouse.

MOTION: On motion by Miller, second by Rohrbeck, the Committee approved the Change in Outlay of \$6,265 from the Water Piping-Huber Kitchen to the Courthouse Water Softener to cover the shortfall.

HHS – POSITION REQUEST – ELDER BENEFIT SPECIALIST

Health & Human Services Director Heather Gove explained the request to increase the hours for the Elder Benefit Specialist from 37.5 to 40 hours during open enrollment using MIPPA grant funds. The open enrollment period is from October 15, 2022-December 7, 2022.

MOTION: On motion by Miller, second by Rohrbeck, the Committee approved the request to increase the Elder Benefit Specialist hours from 37.5 to 40 hours during open enrollment using MIPPA grant funds.

QUARTERLY VEHICLE MILEAGE REPORT

Human Resources/Corporation Counsel Director Joseph Ruf III explained that the quarterly vehicle mileage report was put in place due to a past request. Governing Committees do not see the need to continue seeing this report on a quarterly basis. The Accounting Department only requires the vehicle mileage annually. The Ordinance change will go to the October meetings for consideration.

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2023 ATB (ACROSS THE BOARD INCREASE)

Ruf explained that the Human Resources Committee addressed the inflation concerns at their September 12, 2022 meeting and are recommending a 2% ATB increase. To offset the increased cost, the Human Resources Committee approved increasing the health insurance deductible for employees from \$250/\$500 to \$500/\$1,000. This would give the County a little more flexibility with the ATB increase.

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. The current request for Fiber Optic at the Jail/Huber buildings will go to the September 15, 2022 Executive Committee meeting for review and approval.

2022 EQUALIZED VALUES

Neary presented the 2022 Equalized Value Report and noted we are up 14% over last year.

REVIEW OF COUNTY FINANCES

Neary gave an overview on the County financials, 2022 budget changes, personnel reclassifications and changes, notable issues, and Accounting Department initiatives/projects.

2023 BUDGET REVIEW

Budget materials were distributed to the Committee.

Neary gave an overview of the budget process. Per the County Levy Limit, the total allowable levy increase is approximately \$341,380. To meet this, \$2,779,690 will need to be reduced from the levy. She also gave an overview on budget requests and the significant increases/decreases to the levy.

ADJOURNMENT

MOTION: On motion by Miller, second by Brusveen, the meeting was adjourned at 11:00 a.m.

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
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