



COLUMBIA COUNTY

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COLUMBIA COUNTY FINANCE COMMITTEE MINUTES SEPTEMBER 30, 2019

PRESENT: Chair Dan F. Drew, Supervisors James E. Foley, Matthew L. Rohrbeck, Barry Pufahl, and JoAnn Wingers

ALSO PRESENT: Board Chair Vern E. Gove, Supervisors Tom Borgkvist and Susanna Bradley, Lois Schepp, Joseph Ruf III, Shonna Neary, Judge Voigt, Mary Ann Raab, Dawn Woodard, Cathy Karls, Jessica Lattimer, Matt Bortz, Greg Kaminski, Chris Hardy, Kathy Johnson, Roger Brandner, Greg Bisch, Cory Wiegel, Randy Oetzman, Kurt Calkins, Dave Drews, Sue Moll, and Jeff Hoffman

The meeting was called to order at 9:00 a.m. and was legally noticed/published.

BUDGET REVIEW

The Committee reviewed amendments made to date, noting that with these amendments, there is still \$1,902,100 to reduce from the tax levy. The finalization schedule included discussion/review on the following items:

- District Attorney Personnel Request, Capital Outlay
- Clerk of Courts Capital Outlay
- Health & Human Services Personnel Request, Budget
- Solid Waste Personnel Request
- Highway Personnel Request, Capital Outlay
- Emergency Management Capital Outlay
- Sheriff Personnel Request, Capital Outlay, Review 2019 Jail Budget-LIT for Vehicles
- Facilities Management Personnel Request, Capital Outlay, Snowplowing, Courtroom Restraints
- County Clerk Personnel Request, Revenue
- U.W. Extension Personnel Request, Advertising
- Planning & Zoning Capital Outlay
- Corporation Counsel Personnel Request
- Accounting Capital Outlay

DEPARTMENT CALLBACKS

Budget No. 17 District Attorney

PERSONNEL REQUEST

MOTION: On motion by Foley, second by Pufahl, the Committee denied the following personnel requests:

District Attorney, continued

- Managing Attorney – New Position
- Victim Witness Coordinators – Increase hours from 37.5 - 40 hrs./week
- Legal Secretary – Increase hours from 37.5 - 40 hrs./week
- Legal Assistant – Increase hours from 30 - 40 hrs./week
- Legal Secretary – Increase hours from 18.75 - 40 hrs./week

CAPITAL OUTLAY

MOTION: On motion by Wingers, second by Foley, the Committee approved removing Varidesk (3) and Dymo Label Maker Upgrade from outlay.

MOTION: On motion by Foley, second by Pufahl, the Committee approved the amended outlay request.

Total Amended Outlay: \$2,650

Budget No. 73

Clerk of Courts

Judge Voigt and Mary Ann Raab were present to discuss the outlay request.

CAPITAL OUTLAY

MOTION: On motion by Foley, second by Wingers, the Committee approved removing the Evidence Table from Clerk of Courts budget and having it taken out of the 2019 Safety budget.

Total Amended Outlay: \$0

Health & Human Services

Health & Human Services Director Dawn Woodard and Assistant Comptroller Cathy Karls joined the meeting. Woodard shared information with the Committee on the \$100,000 decrease in Medical Assistance revenue and the declining trend. She had a discussion with the contractor Journey regarding rates and declining revenue. The County needs applicable information forwarded, so Medical Assistance can be billed. The Committee recommended having an RFP process in this contracting.

Budget No. 38

Mental Health Services/Alcohol and Drug Abuse

Woodard proposed decreasing Contracted Services (Journey Mental Health-Community Support Program) by 5% to total \$841,970. Contracted Services expenditures would decrease to \$2,834,060 and MA-MH CSP revenue would increase to \$300,000.

MOTION: On motion by Pufahl, second by Foley, the Committee approved the proposed amendments to the budget.

Total Amended County Appropriation: \$1,171,250

Budget No. 51 Division of Children and Family Services

PERSONNEL REQUEST

MOTION: On motion by Pufahl, second by Foley, the Committee approved the Children & Families Supervisor position and denied the Social Worker position.

MOTION: On motion by Rohrbeck, second by Foley, the Committee denied the following grant funded personnel requests and request the positions go through the proper approval process:

- Dementia Care Specialist – New Position
- PT Transportation Clerk – New Position
- PT Clerk Typist – New Position
- OWI Treatment Court Coordinator – Increase hours from 37.5 - 40 hrs./week
- Drug Treatment Court Coordinator – Increase hours from 37.5 - 40 hrs./week
- Peer Counselor – Increase hours from 300 – 520 hours
- Registered Diet Technician – Increase hours from 1,761.75 to 1,965 hours

Budget No. 76 Solid Waste

Solid Waste Director Greg Kaminski joined the meeting to discuss the personnel request.

PERSONNEL REQUEST

MOTION: On motion by Foley, second by Wingers, the Committee approved replacing the current LTE position with a permanent part-time position.

Highway

Highway Commissioner Chris Hardy joined the meeting to discuss personnel and outlay requests.

PERSONNEL REQUEST

The position requests are for State roads and are fully reimbursed by the State.

MOTION: On motion by Foley, second by Wingers, the Committee approved the following position requests:

- Equipment Operator – New Position
- Patrolman – New Position

Budget No. 102 Capital Outlay

CAPITAL OUTLAY-BUILDINGS

MOTION: On motion by Pufahl, second by Wingers, the Committee approved the amended request with the removal of the Portage Site from Buildings Outlay.

Total Amended Outlay: \$282,000

Capital Outlay, continued

CAPITAL OUTLAY-MACHINERY & EQUIPMENT

MOTION: On motion by Pufahl, second by Foley, the Committee approved the Machinery & Equipment request as presented. Approval not unanimous.

Total Outlay: \$994,000

Budget No. 128 Emergency Management

Emergency Management Director Kathy Johnson joined the meeting to discuss outlay requests.

CAPITAL OUTLAY

MOTION: On motion by Foley, second by Wingers, the Committee approved the outlay request as presented.

Total Outlay: \$2,250

Sheriff's Department

Sheriff Roger Brandner, Chief Deputy Greg Bisch, and Jail Captain Jim Stilson joined the meeting to discuss personnel, outlay requests and a line item transfer.

Budget No. 131 Sheriff Administration

PERSONNEL REQUEST

The Sheriff explained that they are now requesting only two (2) current Patrol Lieutenants be reclassified to Grade N, Step 10 and one (1) new Patrol Lieutenant be reclassified to Grade N, Step 8.

MOTION: On motion by Wingers, second by Pufahl, the Committee approved the reclass request not to exceed \$11,560.

LINE ITEM TRANSFER

The \$150,000 transfer would be using remaining 2019 funds to offset the cost of 2020 budget requests. This would be used to purchase two (2) vehicles and body cameras.

MOTION: On motion by Foley, second by Wingers, the Committee approved transferring \$100,000 from the Prisoner Food Contract account and \$50,000 from the Medical/Physical account and applying \$86,000 to the Sheriff Autos Outlay account and \$64,000 to the Sheriff Admin Outlay account to offset the 2020 budget.

CAPITAL OUTLAY

MOTION: On motion by Foley, second by Wingers, the Committee approved the amended outlay request with the removal of Body Worn Cameras (30) and Server.

Total Amended Outlay: \$84,750

Sheriff Administration, continued

CAPITAL OUTLAY-SHERIFF AUTOS

MOTION: On motion by Rohrbeck, second by Wingers, the Committee approved the amended sheriff autos outlay with the following changes:

- Remove – Unmarked/Detective Vehicles (2)
- Decrease – Squad Changeover Equipment to \$30,000
- Decrease – Squad Changeover Cost to \$15,000

Total Amended Outlay: \$259,440

CAPITAL OUTLAY-JAIL

MOTION: On motion by Wingers, second by Foley, the Committee approved the amended Jail outlay with the removal of Wash Bay Pressure Washer (Huber) and High Gear Suits (2).

Total Amended Outlay: \$12,100

Facilities Management

Facilities Management Director Cory Wiegel and Engineer Randy Oetzman joined the meeting to discuss personnel, capital outlay, snowplowing, and courtroom restraints.

Budget No. 9 Facilities Management

PERSONNEL REQUEST

MOTION: On motion by Pufahl, second by Rohrbeck, the Committee approved the reclassification of Janitor to Facilities Maintenance Worker and denied the reclassification of part-time Clerk Typist to full-time Administrative Assistant.

Budget No. 15/16 Administration Building/HHS Building Mullett St.

PERSONNEL REQUEST

MOTION: On motion by Pufahl, second by Wingers, the Committee approved the reclassification of Janitorial Supervisor to Facilities Supervisor.

CAPITAL OUTLAY (FOR ALL FACILITIES MANAGEMENT BUDGETS)

MOTION: On motion by Foley, second by Wingers, the Committee approved the amended outlay with the following changes:

- Reduce – Truck ¾ Ton Work Truck 8ft bed to \$25,000
- Remove – Boiler Heating Pump
- Remove – Folger Adams Locks
- Remove – Replace Contactors 2nd AC Unit
- Remove – Cameras (2) Parking Lot (1) Lobby DHIA

Capital Outlay (For all Facilities Management budgets), continued

- Remove – Replacement PTZ Camera
- Remove – Spare PTZ Camera
- Remove – Camera to Cover Parking
- Remove – Camera Impound Yard
- Remove – Add PTZ Camera NW Corner
- Remove – Refurbish Ext. Redwood Sign
- Remove – Walk Behind Brush
- Remove – 1st Fl. Workroom Flooring
- Remove – Replace Inmate Vacuums (10)
- Remove – Moto Scrubber
- Remove – Janitor Carts Stainless
- Remove – Trash and Recycling Bins-Meeting Rooms

Total Amended Outlay: \$307,470

SNOWPLOWING

Snowplowing the parking lots and hauling away snow is contracted out. The County plows sidewalks and puts down salt.

COURTROOM RESTRAINTS

The estimate for three (3) anchors came in at \$700. Maintenance will work with the Judges and complete this in 2019 with existing funds.

Budget No. 74

County Clerk

County Clerk Sue Moll joined the meeting to discuss personnel requests.

PERSONNEL REQUEST

MOTION: On motion by Foley, second by Pufahl, the Committee approved the following requests:

- Chief Deputy – Reclass to Grade J
- Constitutional Deputy (2) – Reclass to Grade H

REVENUE

MOTION: On motion by Rohrbeck, second by Foley, the Committee approved the following changes:

- Increase Marriage Licenses revenue to \$11,500
- Decrease License Plate Sales revenue to \$6,000

Budget No. 109

U.W. Extension

U.W. Extension Area Director Jeff Hoffman joined the meeting to discuss the personnel request.

U.W. Extension, continued

PERSONNEL REQUEST

MOTION: On motion by Rohrbeck, second by Foley, the Committee denied the request to reclassify the Administrative Assistant to Office Administrator.

Budget No. 118 Planning & Zoning

Planning & Zoning Director Kurt Calkins joined the meeting to discuss the outlay request.

CAPITAL OUTLAY

MOTION: On motion by Pufahl, second by Wingers, the Committee approved the outlay request as presented.

Total Outlay: \$3,100

Budget No. 120 Corporation Counsel

PERSONNEL REQUEST

MOTION: On motion by Rohrbeck, second by Wingers, the Committee denied the request for an Assistant to Corporation Counsel/HR Director position.

Budget No. 31 Accounting

CAPITAL OUTLAY

MOTION: On motion by Wingers, second by Foley, the Committee approved the amended outlay request with the removal of two (2) office chairs.

Total Amended Outlay: \$400

Contingency Fund

Budget No. 139 Contingency Fund

MOTION: On motion by Pufahl, second by Wingers, Budget No. 139 – Contingency Fund was approved with funding for a 1.5% Across the Board (ATB) increase. Approval not unanimous.

Total Contingency Fund: \$588,920

FINALIZE BUDGET

2020 COUNTY LEVY

MOTION: On motion by Wingers, second by Foley, the committee approved using \$1,615,430 from the General Fund to balance the budget and set the 2020 County Levy and Mill Rate as follows:

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Budget No. 138 General Revenues & Reserves

Total Equities and Revenues: \$9,632,960

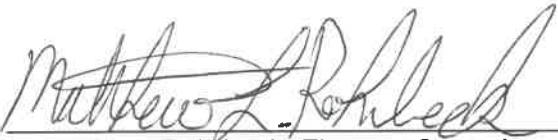
TOTAL LEVY: \$27,610,590

MILL RATE: 4.785

ADJOURNMENT

MOTION: On motion by Pufahl, second by Wingers, the meeting was adjourned at 1:55 p.m.

Respectfully Submitted:



Matthew L. Rohrbeck, 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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