



# COLUMBIA COUNTY

Accounting Office

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## COLUMBIA COUNTY FINANCE COMMITTEE MINUTES SEPTEMBER 30, 2021

**PRESENT:** Chair Matthew L. Rohrbeck, Supervisors Christopher Polzer, JoAnn Wingers, James E. Foley, and Bob Koch

**ALSO PRESENT:** Board Chair Vern E. Gove, Lois Schepp, Joseph Ruf III, Shonna Neary, Brenda Yaskal, Heather Fish-CESA 5, Sheriff Roger Brandner, Greg Bisch, Dave Drews, and Bob Lambert

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 \$940,740 to reduce from the tax levy. The finalization schedule included discussion/review on the following items:

- Teen Court
- Medical Examiner
- Sheriff's Department
- County Board
- 2021-2022 Personnel Requests
- Review 2022 Cost of Living Increase
- Program Review
- Remove Outlay, Approve Change in Outlay
- Review Outlay
- Determine Salaries & Per Diem, Approve Ordinance

### DEPARTMENT CALLBACKS

#### **Teen Court**

Heather Fish from CESA-5 gave an overview on Teen Court. They did have in-person cases last year and the remainder were via Zoom. Within the last 3 years there have been 15 students.

**MOTION:** On motion by Koch, second by Polzer, Budget No. 13 – Teen Court was approved and the Committee requested Teen Court submit a quarterly report to the Judiciary Committee.

Total County Appropriation: \$20,240

#### **Medical Examiner**

Accounting Supervisor/Project Manager Shonna Neary explained the Change in Outlay request. The 2021 van purchase came in less than budget. They would like to use the savings from the van to purchase a conference table and chairs that are needed for the office.

**Medical Examiner, continued**

MOTION: On motion by Polzer, second by Wingers, the Committee approved the request to transfer \$1,500 from the Response Vehicle to the Conference Table and Chairs.

MOTION: On motion by Koch, second by Polzer, the Committee removed Forensic Filer Software from the Capital Outlay request because ARPA funds will cover the cost. Conference Table & Chairs were removed in a previous motion.

Total Amended Outlay: \$0

**Sheriff's Department**

Sheriff Roger Brandner and Chief Deputy Greg Bisch gave an overview of the Capital Outlay requests.

MOTION: On motion by Foley, second by Koch, the Committee approved increasing Network Control Switches (4) from \$10,000 to \$20,000 in Capital Outlay-Sheriff Camera System.

Total Amended Outlay: \$95,330

ORDINANCE-COUNTY BOARD SALARIES & PER DIEM

The Committee is requesting to add "up to" before the wording "one (1) hour prior to" on line 20 in the revised Ordinance. The Ordinance will go to the October Executive Committee meeting and before the full County Board in November, after budget adoption.

MOTION: On motion by Foley, second by Koch, the Committee approved the Ordinance and the following budget amendments:

- Budget No. 48 – County Board Administration  
 Total Amended County Appropriation: \$105,960
- Budget No. 49 – Commissions and Committees  
 Total Amended County Appropriation: \$68,150

2021/2022 PERSONNEL REQUESTS

**2021 Requests**

The 2021 requests were approved at the August Human Resources Committee meeting.

MOTION: On motion by Koch, second by Wingers, the Committee approved the following 2021 personnel requests:

| Department          | Position                          | Request                         |
|---------------------|-----------------------------------|---------------------------------|
| Corporation Counsel | Assistant Corporation Counsel (2) | Reclass from Grade O to Grade P |
| Highway             | Patrol Superintendents (3)        | Reclass from Grade L to Grade M |
| Highway             | Working Mechanics Foreman         | Reclass from Grade I to Grade J |
| Highway             | Master Mechanics (9)              | Reclass from Grade I to Grade J |
| Highway             | Highway Foreman (9)               | Reclass from Grade I to Grade J |
| Highway             | Equipment Operator (7)            | Reclass from Grade H to Grade I |
| Highway             | Ferry Mechanic                    | Reclass from Grade H to Grade I |

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|                    |                            |                                 |
|--------------------|----------------------------|---------------------------------|
| Highway            | Ferry Operator (3)         | Reclass from Grade H to Grade I |
| Highway            | Parts Person (2)           | Reclass from Grade H to Grade I |
| Highway            | Sign Person                | Reclass from Grade H to Grade I |
| Highway            | Patrolman (35)             | Reclass from Grade G to Grade H |
| Highway            | All (Overtime)             |                                 |
| Recycling          | Recycling Supervisor       | Reclass from Grade I to Grade J |
| Refuse             | Working Foreman            | Reclass from Grade H to Grade I |
| Recycling/Refuse   | Maintenance Mechanic (2)   | Reclass from Grade H to Grade I |
| Recycling/Refuse   | Truck Drivers (9)          | Reclass from Grade G to Grade H |
| Recycling/Refuse   | Baler/Machine Operator (2) | Reclass from Grade G to Grade H |
| Health Care Center | Various Staff              | Various Reclasses               |

**2022 Requests-Ranked by HR/Exec**

MOTION: On motion by Polzer, second by Foley, the Committee approved the following 2022 personnel requests:

| Department            | Position                          | Request                                    |
|-----------------------|-----------------------------------|--|
| MIS                   | Infrastructure Support Spec II    | Reclass to Infrastructure Support Spec III |
| MIS                   | Infrastructure Support Spec II    | Reclass to Infrastructure Support Spec III |
| Facilities Management | Maint. Mechanics/Interim Director | Cost of Implementing On-Call Pay           |

**2022 Requests**

MOTION: On motion by Foley, second by Wingers, the Committee approved the following 2022 personnel requests:

| Department              | Position                      | Request                                |
|-------------------------|-------------------------------|--|
| Health & Human Services | PT Transportation Coordinator | Reclass to ADRC Receptionist           |
| Health & Human Services | ADRC Site Managers            | Increase pay from \$9 to \$10/hr.      |
| Health & Human Services | ADRC Drivers                  | Increase pay from \$9.50 to \$10/hr.   |
| Health & Human Services | Registered Diet Technician    | Increase from 33.75 to 37.5 hrs./ week |
| Health & Human Services | Director                      | Reclass Pay Steps                      |

**Review 2022 Cost of Living Increase**

MOTION: On motion by Koch, second by Polzer, the Committee approved a 2% cost of living increase. The carryover money from the Contingency Fund at yearend will be applied to the increase and the remaining funds necessary will come from the General Fund. This will be effective 1/1/2022.

**Contingency Fund**

Budget No. 131      Contingency Fund

This increase of \$30,070 is due to the review of an Administrative Assistant position for the Land and Water Conservation Department.

**Contingency Fund, continued**

MOTION: On motion by Koch, second by Wingers, Budget No. 131 – Contingency Fund was approved as amended.

Total Amended Contingency Fund: \$230,070

FINALIZE AND SET COUNTY LEVY AND MILL RATE

**2022 COUNTY LEVY**

MOTION: On motion by Wingers, second by Foley, the Committee approved using \$1,253,420 from the General Fund to balance the budget and set the 2022 County Levy and Mill Rate as follows:

Budget No. 130      General Revenues & Reserves  
  
Total Equities and Revenues: \$9,562,490

**TOTAL LEVY:     \$28,461,490**  
**MILL RATE:     4.422**

DETERMINE NOVEMBER COMMITTEE MEETING DATE

The November Finance Committee meeting was set for November 3, 2021 at 10:00 a.m.

ADJOURNMENT

MOTION: On motion by Koch, second by Wingers, the meeting was adjourned at 11:18 a.m.

Respectfully Submitted:

  
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JoAnn Wingers, Finance Committee Secretary

  
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Sarah Parker, Recording Secretary

CC: Finance Committee  
County Board Chair  
Lois Schepp  
Joseph Ruf III  
Susan M. Moll  
Internet