



COLUMBIA COUNTY

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COLUMBIA COUNTY FINANCE COMMITTEE MINUTES OCTOBER 14, 2021

MEMBERS PRESENT: Chairman Matthew L. Rohrbeck, Supervisors James E. Foley, Bob Koch, and JoAnn Wingers

ABSENT WITH NOTICE: Supervisor Christopher Polzer

ALSO PRESENT: County Board Chair Vern E. Gove, Lois Schepp, Shonna Neary, Joseph Ruf III, Heather Gove, Bob Lambert, and Chris Hardy (telephone)

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

MINUTES

MOTION: On motion by Koch, second by Foley, the minutes from the September 9, 2021 Finance Committee meeting were approved.

VOUCHERS

MOTION: On motion by Koch, second by Foley, monthly expenditures for September 4 through October 7, 2021 for the Treasurer's Office for a total of \$1,366.19 and the Accounting Department for a total of \$4,070.65 were approved.

Total Treasurer/Accounting: \$5,436.84

MOTION: On motion by Foley, second by Koch, the monthly disbursement journal (all departments) from September 4 through October 7, 2021 was approved for a total of \$4,479,771.91.

MOTION: On motion by Foley, second by Koch, County Board Payroll for September 2021 meetings paid in October 2021 was approved for a total of \$12,031.57.

MEDICAL EXAMINER – LINE ITEM TRANSFER

Accounting Supervisor/Project Manager Shonna Neary explained that this is an outstanding case from 2019, in which a decedent didn't have family to claim her. This is the final bill for the burial.

MOTION: On motion by Foley, second by Wingers, the Committee approved the request to transfer \$2,920 from the Autopsies account to the Cremations account.

HEALTH & HUMAN SERVICES POSITION REQUESTS

HHS Director Heather Gove presented the requests.

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

COLUMBIA COUNTY
FINANCE COMMITTEE MINUTES
OCTOBER 14, 2021

- Elder Benefit Specialist – MIPPA grant funds will cover increasing the positions hours from 37.5 to 40 hrs./week during the open enrollment period which is October 7 – December 3, 2021.
- Adult Protective Services Social Worker – Increase hours from 37.5 to 40 hrs./week until the second APS position is filled. Monies saved from the unfilled open position would be used to fund the increase in hours.

FACILITIES MANAGEMENT – POSITION REQUEST FORM/RESOLUTION

Acting Facilities Management Director Bob Lambert presented the position request to increase a Janitor-Grade F, Step 10 to Janitorial Crew Leader-Grade G, Step 7 effective November 1, 2021 and the Resolution.

MOTION: On motion by Foley, second by Koch, the Committee approved increasing a Janitor-Grade F, Step 10 to Janitorial Crew Leader-Grade G, Step 7 effective November 1, 2021.

MOTION: On motion by Koch, second by Foley, the Committee approved the Resolution to use the funding of \$300 included in 2021 Facilities Management Budget and \$1,730 from the 2022 Contingency Fund Account No. 9997 and transferring \$2,030 to the Facilities Management Budget Account No. 1950.

LINE ITEM TRANSFERS/CHANGE IN OUTLAY

No line item transfers/changes in outlay were discussed.

AMERICAN RESCUE PLAN ACT OF 2021

Accounting Supervisor/Project Manager Shonna Neary gave an overview on the ARPA funding. The Executive Committee approved \$1,477,579.80 in requests at the October 11, 2021 meeting. There is \$1.1 million in lost revenue calculation which does not have COVID-related restrictions. This money could be applied towards roads.

HEALTH CARE CENTER – CHANGE IN OUTLAY

MOTION: On motion by Foley, second by Koch, the Committee approved the request to transfer \$19,837 from the Willow Court Roof to Convection Oven to replace the failing convection oven that was purchased in 1968.

UPDATE ON CDBG/RLF-CLOSE

Highway Commissioner Chris Hardy called into the meeting to give the Committee an update. The environmental portion of the projects has been completed. The end of November they should be able to start demolition. All of the bids have been submitted except for the elevators. All the bids should be received and ready to be presented to the November 3, 2021 Finance Committee meeting.

CHANGE ORDER APPROVAL

Highway Commissioner Chris Hardy informed the Committee that \$31,000.64 in total work has been completed. Due to additional site investigations, they are requesting a Change Order #1 in the amount of \$5,000.64 and a time extension of 45 days, extending Terracon's completion deadline to November 14, 2021.

MOTION: On motion by Foley, second by Koch, the Committee approved Change Order #1 in the amount of \$5,000.64.

COLUMBIA COUNTY
FINANCE COMMITTEE MINUTES
OCTOBER 14, 2021

REVIEW OF COUNTY FINANCES

Comptroller Lois Schepp gave an overview on the County financials, 2021 budget changes, personnel reclassifications and changes, notable issues, and Accounting Department initiatives/projects.

REVIEW MEAL ALLOWANCE/ORDINANCE

Comptroller Lois Schepp discussed increasing the meal allowance to the following:

- Meals ~~\$15.00~~ 20.00 Maximum for meals with no overnight stay.
 ~~\$30.00~~ 40.00 Maximum for all meals in a day with an overnight stay within the State.
 ~~\$50.00~~ 70.00 Maximum for all meals in a day with an overnight stay out of State.

MOTION: On motion by Foley, second by Koch, the Committee approved amending the Chapter 6 – Procurement Ordinance to reflect the above changes.

RESOLUTION – 2022 ACROSS THE BOARD (ATB) SALARY INCREASE FOR COUNTY EMPLOYEES OTHER THAN SHERIFF’S SWORN UNION STAFF

SUPERVISOR MATTHEW ROHRBECK JOINED THE MEETING AT 9:05 A.M.

The Committee is recommending increasing the proposed 2.0% ATB salary increase to 3%. The total cost of a 3% ATB salary increase would be \$840,000. The fiscal impact on the County would be approximately \$170,000. An updated Resolution showing the changes will go to the November 3, 2021 Finance Committee meeting and then to the full County Board on November 9, 2021.

MOTION: On motion by Foley, second by Wingers, the Committee approved increasing the ATB salary increase to 3%. An updated Resolution showing the changes will go to the November 3, 2021 Finance Committee meeting.

FINANCE COMMITTEE CHAIR’S 2022 BUDGET REVIEW

Finance Committee Chair Matthew Rohrbeck gave an overview on the 2022 Budget.

ADJOURNMENT

MOTION: On motion by Wingers, second by Foley, the meeting was adjourned at 9:57 a.m.

Next Meeting: November 3, 2021

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
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