



**COLUMBIA COUNTY  
FINANCE COMMITTEE MINUTES  
NOVEMBER 3, 2021**

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

**ALSO PRESENT:** County Board Chair Vern E. Gove, Supervisor John Stevenson, Lois Schepp, Shonna Neary, Joseph Ruf III, Heather Gove, Bob Lambert, Chris Hardy, Dave Drews, Sheriff Brandner, and James Stilson

The meeting was called to order at 10:00 a.m. and was properly noticed and published.

**MOTION:** On motion by Wingers, second by Koch, the agenda was approved.

**MINUTES**

**MOTION:** On motion by Foley, second by Polzer, the Committee approved the following minutes:

- September 14, 16, 21, 22, 23 and 30, 2021
- October 14, 2021

**VOUCHERS**

**MOTION:** On motion by Wingers, second by Foley, monthly expenditures for October 8 through October 28, 2021 for the Treasurer’s Office for a total of \$1,772.21 and the Accounting Department for a total of \$6,553.56 were approved.

Total Treasurer/Accounting: \$8,325.77

**MOTION:** On motion by Foley, second by Koch, the monthly disbursement journal (all departments) from October 8 through October 28, 2021 was approved for a total of \$2,689,508.24.

**MOTION:** On motion by Wingers, second by Koch, County Board Payroll for October 2021 meetings paid in November 2021 was approved for a total of \$8,911.61.

**HIGHWAY – COUNTY AID AND BRIDGE AID RESOLUTIONS**

Highway Commissioner Chris Hardy presented the Resolutions.

**MOTION:** On motion by Wingers, second by Foley, the Committee approved the Resolution – Adopt 2022 Bridge Construction Budget and Levy Property Tax.

**MOTION:** On motion by Koch, second by Polzer, the Committee approved the Resolution – Adopt 2022 Highway Road Construction, Maintenance, and Administration Budgets.

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RESOLUTION – 2022 ACROSS THE BOARD (ATB) SALARY INCREASE FOR COUNTY EMPLOYEES

MOTION: On motion by Koch, second by Foley, the Committee approved the Resolution for a 3% ATB salary increase for County employees excluding Sheriff's Sworn Union Staff effective January 1, 2022. The required funds are included in the 2022 County Budget.

COMPENSATION REVIEW – JAIL STAFF

Corporation Counsel/HR Director Joseph Ruf III explained issues with retaining staff and went over a comparison of other counties' wages. Requesting to increase the following positions up one grade:

- Jailers: Increase from Grade H to Grade I
- Jail Sergeant: Increase from Grade J to Grade K
- Jail Lieutenant: Increase from Grade L to Grade M

MOTION: On motion by Koch, second by Wingers, the Committee approved increasing the Jailers, Jail Sergeant, and Jail Lieutenant positions up one grade for 2021-2022.

RESOLUTION – 2022 TRANSFER FOR JAIL STAFF COMPENSATION

MOTION: On motion by Foley, second by Wingers, the Committee approved the Resolution as presented with the funding of \$20,550 included in the 2021 Sheriff's Office Budget and transferring \$91,360 from the 2022 Contingency Fund Account No. 9997 to the 2022 Sheriff's Office Budget Account No. 2250.

\*COMPENSATION REVIEW – DIVISION ADMINISTRATOR/PUBLIC HEALTH OFFICER

CLOSED SESSION

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MOTION: On motion by Koch, second by Polzer, the committee went into closed session at 10:17 a.m. pursuant to sec. 19.85(1)(e), Wis. Stats., deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. [Compensation Review – Division Administrator/Public Health Officer].

ROLL CALL VOTE:     Ayes: 5, as follows: Rohrbeck, Polzer, Foley, Koch, and Wingers  
                          Noes: 0

OPEN SESSION

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MOTION: On motion by Foley, second by Polzer, and unanimous committee approval, the meeting reconvened in open session at 10:22 a.m.

MOTION: On motion by Foley, second by Polzer, the Committee approved increasing the Public Health Officer from Grade N, Step 4 to Grade N, Step 6.

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COMPENSATION REVIEW – DIVISION OF PUBLIC HEALTH STAFF

Health & Human Services Director Heather Gove is requesting to increase the following positions up one grade:

- Public Health Nurses (3) – Increase from Grade J to Grade K
- Nurse Supervisor – Increase from Grade K to Grade L

MOTION: On motion by Koch, second by Polzer, the Committee approved increasing the Public Health Nurses and Nurse Supervisor positions up one grade for 2021-2022.

RESOLUTION – 2022 TRANSFER FUNDS FOR PUBLIC HEALTH DIVISION STAFF COMPENSATION

MOTION: On motion by Koch, second by Polzer, the Committee approved the Resolution as presented with the funding of \$3,290 included in the 2021 HHS Budget and transferring \$16,240 from the 2022 Contingency Fund Account No. 9997 to the 2022 HHS Budget Account No. 4610.

LINE ITEM TRANSFERS/CHANGE IN OUTLAY

**MIS**

MIS Director Dave Drews explained to the Committee that in order to maintain State and Federal requirements, hard disks have to be physically destroyed at the end of their life. The current disk crusher is not safe and he is requesting to purchase a new one.

MOTION: On motion by Foley, second by Polzer, the Committee approved the outlay request to transfer \$6,000 from Audio Video System to the Disk Crusher.

AMERICAN RESCUE PLAN ACT OF 2021

Accounting Supervisor/Project Manager Shonna Neary explained the requests that were presented to the Executive Committee and that not all requests were approved. Regular funds cannot be used for roads. In 2020 the County had \$1.1 million in lost revenue that can be used for road repair or small bridge culverts. Each year we will address the lost revenue and if there is none, it can't be used for roads.

UPDATE ON CDBG/RLF-CLOSE

Highway Commissioner Chris Hardy gave an overview on the projects. The Window, Sprinkler, Video Security, and Plumbing Project bids came in November 2, 2021. The Sprinkler bid needs the wage rate addressed before it can be approved. The Elevator Project bid is posted and needs wage rate addressed.

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.

Accounting Supervisor/Project Manager Shonna Neary explained to the Committee that they are working on going live with the Accounts Receivable project at Solid Waste. The new scale application is being developed by MIS. In December, Solid Waste will be doing billing on the new system.

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RESOLUTION – ADOPT 2022 BUDGET AND LEVY PROPERTY TAX

MOTION: On motion by Foley, second by Wingers, the Committee approved the Resolution – Adopt 2022 Budget and Levy Property Tax.

UPDATE COMPTROLLER JOB DESCRIPTION

Comptroller Lois Schepp gave an overview of the revised job description for the Comptroller.

MOTION: On motion by Koch, second by Foley, the Committee approved the revised job description for the Comptroller.

ADJOURNMENT

MOTION: On motion by Foley, second by Polzer, the meeting was adjourned at 11:17 a.m.

Next Meeting: December 9, 2021

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