

COLUMBIA COUNTY

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COLUMBIA COUNTY FINANCE COMMITTEE MINUTES DECEMBER 10, 2020

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

ALSO PRESENT: County Board Chair Vern E. Gove, Supervisor Nancy Long, Lois Schepp, Shonna Neary, Joseph Ruf III, Roger Brandner, Dave Drews, Cathy Karls, Heather Gove, Chris Hardy, Cory Wiegel, Greg Kaminski, and Stacy Opalewski

The meeting was called to order at 8:02 a.m. and was properly noticed and published.

MOTION: On motion by Koch, second by Polzer, the revised agenda was approved.

MINUTES

MOTION: On motion by Wingers, second by Polzer, the minutes from the November 4 and 10, 2020 Finance Committee meetings were approved.

VOUCHERS

MOTION: On motion by Foley, second by Wingers, monthly expenditures for October 30 through December 7, 2020 for the Treasurer's Office for a total of \$622.16 and the Accounting Department for a total of \$7,163.65 were approved.

Total Treasurer/Accounting: \$7,785.81

MOTION: On motion by Wingers, second by Foley, the monthly disbursement journal (all departments) from October 30 through December 7, 2020 was approved for a total of \$4,046,498.69.

MOTION: On motion by Wingers, second by Koch, County Board Payroll for November meetings paid in December was approved for a total of \$8,663.38.

SOLID WASTE – RESOLUTION – RECYCLING PROJECT UPGRADE

Solid Waste Director Greg Kaminski gave an overview on the Resolution – Authorize and Approve County Recycling Facility Upgrade Project. The \$2,168,450 required to complete the Project will be borrowed from the General Fund and is included in the 2021 County Budget in Recycling Upgrade Project Account No. 3663. The Solid Waste Department will repay the entire project cost from increased recycling program revenues and decreased labor costs.

MOTION: On motion by Koch, second by Foley, the Committee approved the Resolution and it will go before the full County Board on December 16, 2020.

COLUMBIA COUNTY
FINANCE COMMITTEE MINUTES
DECEMBER 10, 2020

SOLID WASTE – LINE ITEM TRANSFERS

MOTION: On motion by Koch, second by Wingers, the Committee approved transferring \$5,000 from the Electric account and \$2,000 from the Fuel account and applying \$7,000 to the Machine Maintenance account to cover the cost of unanticipated loader repairs.

MOTION: On motion by Koch, second by Foley, the Committee approved transferring \$8,000 from the Building Maintenance account, \$16,000 from the Insurance account, and \$8,000 from the Gas/Oil account and apply \$32,000 to the Vehicle Maintenance account to cover the cost of major transmission repair to truck #34.

MOTION: On motion by Koch, second by Polzer, the Committee approved transferring \$600 from the Training/Conventions account to the Dues account to cover DNR charge to change operating permit to exclude composting.

SOLID WASTE – UPDATE ON RECEIVABLES/ACCOUNTING

JD Edwards has an Accounts Receivable module that will help billing efficiencies at Solid Waste. Accounting and MIS are working closely with Whitelight Group to successfully implement this change. This has been budgeted for in the Non-lapsing Account and an estimate should be received by the end of the year. The estimate will go to the January 14, 2021 Finance Committee meeting.

SHERIFF – LINE ITEM TRANSFERS

Sheriff Roger Brandner presented the following requests:

MOTION: On motion by Koch, second by Polzer, the Committee approved the request to transfer \$41,500 from the Prisoner Food Contract account to the Sheriff Capital Outlay account to purchase body cameras.

MOTION: On motion by Koch, second by Wingers, the Committee approved the request to transfer \$4,000 from the 911 Telephone account, \$3,000 from the Jail Telephone account, and \$3,900 from the Jail Other Supplies account and apply \$10,900 to the Sheriff Telephone to cover phone overages.

MOTION: On motion by Polzer, second by Wingers, the Committee approved the request to transfer \$55,000 from the Gas/Oil account and \$35,000 from the Vehicle Maintenance account and apply \$90,000 to the Sheriff Auto Outlay account to purchase two squads. Koch abstained from motion. Approval not unanimous.

MIS – LINE ITEM TRANSFER

MIS Director Dave Drews presented the line item transfer.

MOTION: On motion by Foley, second by Koch, the Committee approved the request to transfer \$3,000 from the Capital Outlay account to the Software Maintenance account for an annual license that will allow County users to access internal websites.

HHS – RESOLUTION TO MOVE FUNDS OUT OF CONTINGENCY TO HHS CHILDREN & FAMILY ACCOUNT

Health & Human Services Director Heather Gove explained the Resolution-Transfer Funds for Columbia County Health and Human Services Department, Division of Children and Families. During the 2020 budget process, the State of Wisconsin had not yet determined 2020 grant funding for DCF programs so the County Board placed an estimate of \$238,920 in the Contingency Fund.

COLUMBIA COUNTY
FINANCE COMMITTEE MINUTES
DECEMBER 10, 2020

MOTION: On motion by Polzer, second by Wingers, the Committee approved the Resolution to transfer an amount not to exceed \$238,920 from the Contingency Fund Account No. 9997 to the DCF Account No. 4540.

FACILITIES MANAGEMENT – LINE ITEM TRANSFER

Facilities Management Director Cory Wiegel presented the following requests:

MOTION: On motion by Wingers, second by Foley, the Committee approved the request to transfer \$2,500 from the Electric account to the Elevator Maintenance account to cover the repair costs to the freight elevator at the Courthouse.

MOTION: On motion by Foley, second by Wingers, the Committee approved the request to transfer \$9,500 from the Electric account to the Equipment Repair account to cover the cost of repairs to the cooks cooler and the meat cooler.

TREASURER – POSITION REPLACEMENT REQUEST – CHIEF DEPUTY

Chief Deputy Stacy Opalewski will be moving to the County Treasurer position the beginning of the year and is looking to fill the Chief Deputy position.

MOTION: On motion by Koch, second by Wingers, the Committee approved the position replacement request for Chief Deputy Treasurer.

TREASURER – POSITION REQUEST – ACCOUNTING ASST. TO ADMINISTRATIVE ASST.

Opalewski is requesting to change the Accounting Assistant position to an Administrative Assistant position. There would be a savings of approximately \$7,000.

MOTION: On motion by Koch, second by Wingers, the Committee approved changing the Accounting Assistant position to an Administrative Assistant position.

HUMAN RESOURCES/HEALTH & HUMAN SERVICES – LINE ITEM TRANSFER

Human Resources Director Joseph Ruf III presented the request.

MOTION: On motion by Foley, second by Polzer, the Committee approved transferring \$1,720 from the Safety & Wellness account to the Support & Overhead account for a conference table and chairs for the HHS Director's office.

LINE ITEM TRANSFERS/CHANGE IN OUTLAY

No Line Item Transfers/Change in Outlay other than what was previously discussed.

UPDATE ON COVID-19 RELATED COSTS & REVENUES

Accounting Supervisor/Project Manager Shonna Neary gave a final summary on Routes to Recovery. The County received an allocation from the State in the amount of \$931,264 as well as funding from four (4) townships that transferred their balances of \$31,139.93. Expenditure claims were submitted totaling \$950,682.84. She also gave an overview on other COVID-19 funding that was received.

COLUMBIA COUNTY
FINANCE COMMITTEE MINUTES
DECEMBER 10, 2020

HIGHWAY – CHANGE IN OUTLAY

Highway Commissioner Chris Hardy presented the request.

MOTION: On motion by Wingers, second by Foley, the Committee approved the request to transfer \$1,060 from outlay item Lodi Shop Concrete Replacement to outlay item Portage Fuel UST Replacement to cover the cost of a high hose retractor.

UPDATE ON THE RLF PROGRAM/CLOSEOUT

The total funds available for eligible projects is \$1,887,304. We can request a maximum of three (3) projects. Projects must be considered slum & blight or low to moderate income. Due to the survey results for the Wyocena and Cambria road projects, they are not eligible. The State has pre-approved the County to move forward with elevator upgrades and demo projects. Accounting and the Highway Commissioner are working to determine other projects: County Tax Deeded Properties/Flood Plain, ADA in Parks, Health Care Center Improvements, or other roads. The projects will be decided at the January 14, 2021 Revolving Loan Fund Committee meeting.

APPROVE 2021 DEBT SERVICE PAYMENTS

Comptroller Lois Schepp presented the 2021 debt service payment schedule. These will be completed by wire transfer in February and August.

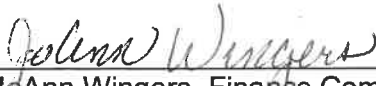
MOTION: On motion by Wingers, second by Polzer, the Committee approved the 2021 debt service payment schedule.

ADJOURNMENT

MOTION: On motion by Polzer, second by Koch, the meeting was adjourned at 9:31 a.m.

Next Meeting: January 14, 2021

Respectfully Submitted:



JoAnn Wingers, Finance Committee Secretary

 on behalf

Sarah Parker, Recording Secretary of
Sarah
Parker

CC: Finance Committee
County Board Chair
Lois Schepp

Joseph Ruf III
Susan M. Moll
Internet