



# COLUMBIA COUNTY

Accounting Office

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## COLUMBIA COUNTY FINANCE COMMITTEE MINUTES DECEMBER 13, 2018

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

ALSO PRESENT: County Board Chair Vern E. Gove, Supervisor Nancy Long, Lois Schepp, Shonna Neary, Cheryl Fahrner, Greg Kaminski, Amy Yamriska, Katie Parlier, Kurt Calkins, Angela Hinze, Clint Starks, Krista Miller, Darrel Kuhl, Stacy Davenport, Katie Day, and Dawn Woodard

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

MOTION: On motion by Foley, second by Pufahl, the agenda was approved.

### MINUTES

MOTION: On motion by Pufahl, second by Wingers, the following Finance Committee meeting minutes were approved:

- November 8, 2018
- November 13, 2018

### VOUCHERS

MOTION: On motion by Wingers, second by Foley, monthly expenditures for the Treasurer's Office from November 3 through December 6, 2018 were approved for a total of \$899.90.

MOTION: On motion by Foley, second by Wingers, monthly expenditures for the Accounting Department from November 3 through December 6, 2018 were approved for a total of \$3,464.87.

Total Treasurer/Accounting: \$4,364.77

MOTION: On motion by Wingers, second by Foley, the monthly disbursement journal (all departments) for November 3 through December 6, 2018 was approved for a total of \$4,762,747.58.

MOTION: On motion by Foley, second by Wingers, County Board Payroll for November meetings paid in December was approved for a total of \$10,209.19.

### CCEDC UPDATE/FINANCIALS

Director Cheryl Fahrner gave a status report on the organization. The CCEDC hired a part-time Administrative Assistant and the new CCEDC location will be at the Portage Enterprise Center.

RESOLUTION –TRANSFER FUNDS TO SOLID WASTE FOR LOADER REPAIR

Solid Waste Director Greg Kaminski explained that the rear axle went out on the loader and needs \$27,000 to repair it. The Solid Waste Committee will meet before County Board on December 19, 2018 to review/approve the resolution.

MOTION: On motion by Pufahl, second by Wingers, the Committee approved the resolution to transfer \$27,000 from the General Fund Account No. 100.388100 to the Solid Waste Refuse Account No. 3632.844000.

LINE ITEM TRANSFERS/CHANGE IN OUTLAY

Director Kaminski stated the following Solid Waste line item transfers are on a special meeting agenda before County Board on December 19, 2018:

MOTION: On motion by Foley, second by Wingers, the Committee approved the request to transfer \$1,000 from the Leases-Other account and \$700 from the Advertising account to apply \$1,700 to the Telephone account to cover the new phone system and additional third line. Maintenance is factored into the rate and not a separate lease as in the past.

MOTION: On motion by Wingers, second by Foley, the Committee approved the request to transfer \$1,000 from the Capital Outlay account to the Other Supplies account to cover unanticipated shop repair expenses.

MOTION: On motion by Foley, second by Wingers, the Committee approved the request to transfer \$4,000 from the Wire/Twine account to the Building Maintenance account to cover unanticipated sort line and baler expenses.

MOTION: On motion by Wingers, second by Foley, the Committee approved the request to transfer \$26,000 from the Capital Outlay account to the Vehicle Maintenance account to cover major repairs on older trucks.

MOTION: On motion by Pufahl, second by Foley, the Committee approved the request to transfer \$18,000 from the Recycling Rebates account to the Machine Maintenance account to cover unanticipated sort line and baler expenses.

MOTION: On motion by Foley, second by Wingers, the Committee approved the request to transfer \$28,000 from the Capital Outlay account to the Vehicle Maintenance account to cover transmission repairs on two (2) trucks.

APPROVE HCC A/R WRITE-OFFS

Accounting Supervisor Katie Parlier explained the Account Receivable Write-Off request. There are six (6) accounts that they have exhausted all efforts of collecting on and would like to write them off.

MOTION: On motion by Foley, second by Wingers, the Committee approved the Account Receivable Write-Off request for \$10,265.

PLANNING & ZONING – LINE ITEM TRANSFER

Planning & Zoning Director Kurt Calkins explained that the Certified Survey Review service revenue is up; therefore, Certified Survey Review expense fees to Certified Surveyors will be over budget after 2<sup>nd</sup> bi-annual invoice.

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MOTION: On motion by Wingers, second by Foley, the Committee approved the request to transfer \$2,400 from the Vehicles account to the Certified Survey Expense account to avoid a shortfall.

RESOLUTION – TRANSFER FUNDS FOR PURCHASE OF AN EMERGENCY MANAGEMENT VEHICLE

Chief Deputy Darrel Kuhl explained that the Emergency Management Coordinator vehicle has reached the end of its useful life and cannot be economically repaired.

MOTION: On motion by Foley, second by Pufahl, the Committee approved the resolution to transfer \$19,390 from the General Fund Account No. 100.388100 to the Capital Outlay – Emergency Management Account No. 8000.844000.451. Funding will be used to purchase a replacement vehicle.

APPROVE LINE ITEM TRANSFERS FOR JAIL NURSES

In the 2019 budget, there are 2-3 part-time contracted nurse positions. One full-time nurse will be hired as an employee. The contracted nurse positions will be eliminated.

MOTION: On motion by Pufahl, second by Wingers, the Committee approved the request to transfer \$75,250 from the Contracted Services account and apply \$50,450 to the Wages account and \$24,800 to the Fringe Benefits account.

ORDINANCE – AMEND TITLE 5 COUNTY ADMINISTRATION CHAPTER 13 ASSISTANT MEDICAL EXAMINER COMPENSATION

Medical Examiner Angela Hinze explained amending the ordinance to the new pay scale. This is part of the 2019 budget.

MOTION: On motion by Foley, second by Wingers, the Committee approved the ordinance increasing the 2019 contracted deputy expense to \$43,660.

RESOLUTION – ACCEPT NNAI MAT GRANT

Coordinator Stacy Davenport and Behavior Health & Long Term Support Division Administrator Clint Stark joined the meeting to present the NNAI MAT Grant. The contract period of the Grant is November 1, 2018 through June 30, 2019.

MOTION: On motion by Pufahl, second by Wingers, the Committee approved the resolution to accept the NNAI MAT Grant Award of \$111,440.00.

NEW POSITION REQUEST FOR SOCIAL WORKER-DIV. OF BHLTS FUNDED BY NNAI MAT GRANT

The Division of BHLTS is requesting a Social Worker to perform case management for the Jail medication assisted treatment program through the NNAI MAT Grant. The Grant is awarded for November 1, 2018 through June 30, 2019 with ability to renew annually as long as there is state funding. Each position(s) created as a result of the NNAI MAT Grant is also funded by the grant. Such position(s) will terminate upon cessation of the grant's funding.

MOTION: On motion by Pufahl, second by Wingers, the Committee approved the one year position, dependent on the grant.

RESOLUTION – REQUESTING INCREASED FUNDING AND OVERSIGHT REFORMS FOR WISCONSIN’S CHILD PROTECTIVE SERVICES SYSTEM

HHS Director Dawn Woodard and Children & Families Division Administrator Katie Day presented the resolution Requesting Increased Funding and Oversight Reforms for Wisconsin’s Child Protective Services (CPS) System.

MOTION: On motion by Wingers, second by Pufahl, the Committee approved the resolution Requesting Increased Funding and Oversight Reforms for Wisconsin’s CPS System.

DISCUSSION ON TOURISM

Supervisor Nancy Long wants to find a way to continue Tourism in Columbia County. She would like to establish a Tourism Committee for 2020. The funds will be accounted for in the County’s Accounting Department. In May or June 2019, she would like to have a plan that can go through the budget process.

APPROVE USE OF DEBT PREMIUM FOR SHADES AND FENCING

Accounting Supervisor/Project Manager Shonna Neary stated Accounting is working on closing the building project this month and will need to use bond premiums for the fence/gate and card access, and window shades. The cost of the fence/gate and card access totaled \$38,760. The window shades were bid out, but the vendor withdrew that price.

MOTION: On motion by Pufahl, second by Foley, the Committee approved the fence/gate and card access totaling \$38,760, but denied the window shades and are requesting they go through the bidding process again.

RESOLUTION – CLOSE-OUT BUILDING PROJECT

Comptroller Lois Schepp explained the resolution to close-out the 2014-2018 building project. With this project completed, costs are estimated to be \$47,376,810. After other available funding is applied to total costs, there is a shortage of \$530,680. Any additional project costs that may be incurred, after this close-out, will be funded through available bond premium.

MOTION: On motion by Foley, second by Wingers, the Committee approved the resolution to transfer \$530,680 from the General Fund Account No. 100.388100 to the Building Project Account No. 9950.

APPROVE 2/2019 DEBT SERVICE PAYMENTS

On February 1, 2019 there is a debt service payment due of \$656,668.75.

MOTION: On motion by Pufahl, second by Foley, the Committee approved the February 2019 debt service payment of \$656,668.75.

FINANCIAL HANDBOOK UPDATES

Schepp highlighted the following sub-section updates to the Financial Handbook that will also go to Executive Committee next month:

- Sub-Section – 5.3 Eliminated Credit Card Policy and added Procurement Card Policy
- Sub-Section – 6.2 Journal Entries
- Sub-Section – 9.3 Debt Management Policies – General
- Sub-Section – 9.6 Columbia County Economic Development Corporation (CCEDC) Funding

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Sub-Section – 11.5 Highway – County Aid Bridge Payments  
Sub-Section – 11.61 Local Road Improvement Program (LRIP)  
Sub-Section – 11.62 Highway STIP Construction

MOTION: On motion by Foley, second by Wingers, the Committee approved the Financial Handbook updates.

ADJOURNMENT

MOTION: On motion by Pufahl, second by Wingers, the meeting was adjourned at 9:40 a.m.

Next Meeting: January 10, 2019

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  
Internet