



**COLUMBIA COUNTY  
FINANCE COMMITTEE MINUTES  
DECEMBER 13, 2023**

MEMBERS PRESENT: Supervisors Darren W. Schroeder, Denise Brusveen, Keith F. Miller, and Douglas Richmond

ALSO PRESENT: County Board Chair Chris Polzer, Shonna Neary, Sarah Parker, Amy Yamriska, David Drews, Heather Gove, Jesica Walter, Roger Brandner, Stacy Opalewski, Chris Hardy, Brenda Yaskal, Julie Kayartz, Greg Kaminski, Pamela Stock, Susan Moll, Jason Willemarck, and Kurt Calkins

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

MOTION: On motion by Miller, second by Brusveen, the agenda was approved.

MINUTES

MOTION: On motion by Richmond, second by Miller, the following Finance Committee meeting minutes were approved:

- November 8, 14, & 17, 2023

VOUCHERS

MOTION: On motion by Brusveen, second by Miller, monthly expenditures for November 3, 2023 through December 7, 2023 for the Treasurer's Office for a total of \$2,299.38 and the Accounting Department for a total of \$2,538.28 were approved.

Total Treasurer/Accounting: \$4,837.66

MOTION: On motion by Richmond, second by Miller, the monthly disbursement journal (all departments) from November 3, 2023 through December 7, 2023 was approved for a total of \$5,968,080.20.

MOTION: On motion by Miller, second by Richmond, County Board Payroll for November 2023 paid in December 2023 was approved for a total of \$11,137.26.

HEALTH CARE CENTER – ORDINANCE 7.06-FEE REVISION

Health Care Center Administrator Amy Yamriska explained the updates to the fees. These were approved at their July governing committee meeting.

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<b>HEALTH CARE CENTER</b>	
<b>Type</b>	<b>Cost</b>
Semi-private Room	\$275.00 <u>\$290.00</u> per day
Private Room	\$291.00 <u>\$306.00</u> per day
Private Rehab Room on Mulberry	\$340.00 <u>\$400.00</u> per day
“Intermediate Nursing Care” (ICF 3 and 4) for residents requiring personal care only	\$125.00 <u>\$140.00</u> per day

MOTION: On motion by Miller, second by Richmond, the Committee approved the updates to Chapter 7.06-Health Care Center Fees.

DISTRICT ATTORNEY – PRINTER/SCANNER PURCHASE

District Attorney Brenda Yaskal explained the request for four (4) printer/scanners.

MOTION: On motion by Miller, second by Richmond, the Committee approved the request to purchase four (4) printer/scanners totaling \$799.96.

COURTS – CHANGE IN OUTLAY

Clerk of Courts Julie Kayartz explained the request to purchase a chair for the Branch 2 chambers. The copier/printer that was budgeted is no longer needed.

MOTION: On motion by Brusveen, second by Miller, the Committee approved the Change in Outlay of \$1,000 from the Copier to purchase a new chair for the Branch 2 Judge.

SHERIFF – POSITION REQUEST-DISPATCHER

Sheriff Brandner explained the dispatcher position is for the Wisconsin Dells dispatch transfer of services and it would be a dual role.

MOTION: On motion by Brusveen, second by Miller, the Committee approved the dispatcher position at Grade I, Step 1.

SHERIFF – SOLE SOURCE APPROVAL

Brandner explained the dispatch radio console and software upgrade for the addition of the fifth dispatch station needs to be compatible with the current Baycom system.

MOTION: On motion by Miller, second by Richmond, the Committee approved the Sole Source Request for \$520,000 for the dispatch radio console and software upgrade.

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SHERIFF – LINE ITEM TRANSFER

Brandner explained due to the additional training of newer sworn staff and the administration, the Sheriff's Office exceeded budgeted funds for 2023. There are funds available in the Jail training account.

MOTION: On motion by Miller, second by Richmond, the Committee approved transferring \$6,000 from the Jail Training/Conventions Account to the Sheriff's Administration Training/Conventions to cover the overage.

SOLID WASTE – POSITION REQUEST-ELIMINATE OPERATIONS SUPERVISOR/INCREASE ADMINISTRATIVE ASSISTANT

Solid Waste Director Greg Kaminski is requesting to eliminate the Operations Supervisor position and increase the Administrative Assistant position from 30 hrs/wk to 40 hrs/wk.

MOTION: On motion by Miller, second by Richmond, the Committee approved the request to eliminate the Operations Supervisor position and increase the Administrative Assistant position from 30 hrs/wk to 40 hrs/wk.

SOLID WASTE – ORDINANCE 7.17-FEE REVISION

Kaminski explained the updates to the fees.

<b>SOLID WASTE</b>	
<b>Type</b>	<b>Cost</b>
Tipping Fees	<del>\$70.00</del> <u>\$72.00</u> per ton
Brush/ <u>Leaves/Grass/Ag</u> Bags	\$45.00 per ton
Garbage	\$1.00/ <u>small bag</u> \$2.00/ <u>large bag</u> <del>\$70.00</del> <u>\$72.00</u> /ton
Single Stream	\$0 min- <del>\$40.00</del> <u>\$50.00</u> max ton charge

**Price List 1/1/20234**  
**Container Rental/Garbage**  
**(Commercial/County Departments)**

Size	Every Other Week	Weekly	Twice a Week	Monthly	Additional Pickup	Customer Owned Pickup
2 Cubic Yard	<del>\$62.00</del> <u>\$64.00</u>	<del>\$89.00</del> <u>\$92.00</u>	<del>\$150.00</del> <u>\$155.00</u>		\$35.00	\$45.00
4 Cubic Yard	<del>\$70.00</del> <u>\$72.00</u>	<del>\$108.00</del> <u>\$111.00</u>	<del>\$181.00</del> <u>\$186.00</u>		\$35.00	\$45.00
6 Cubic Yard	<del>\$83.00</del> <u>\$85.00</u>	<del>\$127.00</del> <u>\$131.00</u>	<del>\$212.00</del> <u>\$218.00</u>	<del>\$67</del> <u>\$9.00</u>	\$60.00	\$60.00
8 Cubic Yard	<del>\$92.00</del> <u>\$95.00</u>	<del>\$147.00</del> <u>\$151.00</u>	<del>\$240.00</del> <u>\$247.00</u>		\$60.00	\$60.00
10 Cubic Yd	<del>\$114.00</del> <u>\$117.00</u>	<del>\$181.00</del> <u>\$186.00</u>	<del>\$296.00</del> <u>\$305.00</u>		\$60.00	

**Container Rental/Recycling**

Size	Every Other Week	Weekly	Twice a Week	Monthly	Additional Pickup
2 Cubic Yard	<del>\$49.00</del> \$50.00	<del>\$72.00</del> \$74.00	<del>\$114.00</del> \$117.00		\$30.00
4 Cubic Yard	<del>\$53.00</del> \$55.00	<del>\$78.00</del> \$80.00	<del>\$122.00</del> \$126.00		\$30.00
6 Cubic Yard	<del>\$57.00</del> \$59.00	<del>\$81.00</del> \$83.00	<del>\$125.00</del> \$129.00	<del>\$62.00</del> \$64.00	\$30.00
8 Cubic Yard	<del>\$62.00</del> \$64.00	<del>\$83.00</del> \$85.00	<del>\$129.00</del> \$133.00		\$30.00
10 Cubic Yd	<del>\$72.00</del> \$74.00	<del>\$86.00</del> \$89.00			

**Container Rental (Construction)**

Size	1 Week Rental	Minimum Disposal*	Add'l. Rental/Day	Add'l. Rental/Week	Monthly
15 Cubic Yard	<del>\$240.00</del> \$250.00	\$190.00/2 tons	\$15.00	\$90.00	\$350
20 Cubic Yard	<del>\$240.00</del> \$250.00	\$285.00/3 tons	\$15.00	\$90.00	\$350
30 Cubic Yard	<del>\$240.00</del> \$250.00	\$285.00/3 tons	\$15.00	\$90.00	\$350

\*If the actual weight is over the minimum included, an additional demolition charge will be billed at \$95.00/ton.

Municipality/Other Contracts are approved by the Solid Waste Committee.

Cart Rental Contracts: Garbage \$13.00/month; Recycling \$11.00/month

County Hauling Rate: ~~\$110.00~~\$120.00

Out of County Hauling Rate: ~~\$150.00~~\$160.00

Volume Discount: Garbage ~~\$65~~\$67.00/ton

Demolition ~~\$80~~\$82.00/ton

MOTION: On motion by Miller, second by Brusveen, the Committee approved the updates to Chapter 7.17 Solid Waste Fees.

MEDICAL EXAMINER – ORDINANCE 7.12-FEE REVISION

Chief Deputy Pamela Stock explained the updates to the fees.

<b>MEDICAL EXAMINER</b>	
<b>Type</b>	<b>Cost</b>
Cremation Permit	\$191.40 <del>\$206.70</del>
Disinterment Permit	\$119.90 <del>\$129.50</del>

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<b>MEDICAL EXAMINER</b>	
<b>Type</b>	<b>Cost</b>
Death Certificate Fee	<del>\$76.50</del> <u>\$82.60</u>
Morgue Fee – Storage for County residents	<del>\$32.80</del> <u>\$35.40</u>
Morgue Fee – Storage for out of county agencies	\$43.70 \$47.20
Removal Fee	<del>\$246.00</del> <u>\$265.70</u>

MOTION: On motion by Miller, second by Richmond, the Committee approved the updates to Chapter 7.12 Medical Examiner Fees.

COUNTY CLERK – LINE ITEM TRANSFER

County Clerk Susan Moll explained absentee envelopes were ordered and they requested the invoice be dated 2024. Since a partial shipment was delivered and received in 2023, they will need to be paid out of 2023 funds.

MOTION: On motion by Richmond, second by Miller, the Committee approved transferring \$1,980 from the Elections Publications Account to the Office Supplies Account to cover the cost of the envelopes.

MIS – ORDINANCE 7.11-FEE REVISION

MIS Director David Drews explained the updates to the fees.

<b>MANAGEMENT INFORMATION SERVICES</b>	
<b>Type</b>	<b>Cost</b>
Services Rendered	<del>\$60.00 per hour</del> <u>\$80.00 per hour</u>

MOTION: On motion by Richmond, second by Miller, the Committee approved the updates to Chapter 7.11 Management Information Services Fees.

FACILITIES MANAGEMENT – CHANGE IN OUTLAY

Facilities Management Director Jason Willemarck explained an emergency repair of the Huber heating circulation pump #3 VFD was needed.

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MOTION: On motion by Richmond, second Miller, the Committee approved the Change in Outlay of \$6,400 from the Circulating Pumps to the Huber Heating Circulating Pump 3 VFD.

FACILITIES MANAGEMENT – SOLE SOURCE APPROVAL

Willemarck explained the elevators at the Courthouse and Law Enforcement Center are at the end of their preventative maintenance warranty. The elevators are proprietary, so parts and software need to go through that vendor.

MOTION: On motion by Miller, second by Brusveen, the Committee approved the Sole Source Request for \$32,140 to use Schumacher Elevator for preventative maintenance on the Courthouse and LEC elevators.

PLANNING & ZONING – LINE ITEM TRANSFER

Planning & Zoning Director Kurt Calkins explained their older vehicles have needed repairs and maintenance.

MOTION: On motion by Richmond, second by Miller, the Committee approved the line item transfer of \$650 from the Office Supplies Account to the Vehicle Maintenance Account to cover the overage.

HEALTH & HUMAN SERVICES – POSITION FUNDING REVISION-COMMUNITY HEALTH WORKER

Health and Human Services Director Heather Gove explained the Community Health Worker position was approved through Public Health ARPA funds through 12/31/24. The position can be utilized with another grant as well.

MOTION: On motion by Richmond, second by Miller, the Committee approved the funding for the Community Health Worker through the Qualitative Data grant in addition to PH-ARPA.

HEALTH & HUMAN SERVICES – ORDINANCE 7.07-FEE REVISION

Gove explained the updates to the fees.

<b>HEALTH AND HUMAN SERVICES</b>	
<b>Type</b>	<b>Cost</b>
Foot Clinic	\$42.00 for initial visit <del>\$34.00</del> <del>\$32.00</del> per routine visit <del>\$39.00</del> <del>\$37.00</del> per specialized visit

MOTION: On motion by Richmond, second by Miller, the Committee approved the updates to Chapter 7.07 Health and Human Services.

TREASURER’S REPORT

County Treasurer Stacy Opalewski gave an overview on investments and interest rates. Interest rates remain higher than budgeted.

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PMA informed the County they will be changing their ownership structure.

HIGHWAY – SOLE SOURCE APPROVAL

Highway Commissioner Chris Hardy explained the grader needs repair and CAT has the best potential for continually being able to supply needed parts for older equipment options.

MOTION: On motion by Miller, second by Richmond, the Committee approved the Sole Source Request for \$32,500 to repair the grader.

RESOLUTION – TRANSFER FUNDS FOR EMPLOYEE CLASSIFICATION AND COMPENSATION STUDY

A joint meeting of the Human Resources and Finance Committees took place to review the RFP submittals. McGrath Human Resources Group was awarded the bid in the amount of \$72,300.

The Human Resources Committee will meet prior to County Board on December 20, 2023 to approve the Resolution.

MOTION: On motion by Richmond, second by Miller, the Committee approved the Resolution to transfer funds for employee classification and compensation study, which included the following fiscal note: Transfer \$29,300 from the 2023 Contingency Fund Account No. 9997 to the 2023 Human Resources Contracted Services Account 1431.521100.

LINE ITEM TRANSFERS/CHANGE IN OUTLAY

No other line item transfers or change in outlay were discussed.

AMERICAN RESCUE PLAN ACT OF 2021

Neary reviewed the ARPA Summary. The MIS-LEC Fiber Optic, Sheriff-Squad Cameras, and Sheriff-Barrier System will be going to the December 14, 2023 Executive Committee for approval.

REVIEW OF COUNTY FINANCES

Neary gave an overview on the County financials, 2023 budget changes, personnel reclassifications and changes, notable issues, and Accounting Department initiatives/projects.

AWARD AUDIT RFP

Neary explained an RFP was done for auditing services. A 3-year contract with the option for an additional 2 years was requested. There were two proposals received and one proposal received after the deadline. After a thorough review, CliftonLarsonAllen was recommended by the review team.

MOTION: On motion by Richmond, second by Miller, the Committee approved awarding CliftonLarsonAllen for auditing services.

APPROVE 2024 MEETING DATES

The Committee reviewed the following 2024 meeting dates:

- January 10, 2024

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- March 13, 2024
- April 10, 2024

The remainder of the dates will be decided at the organizational meeting in April.

ADJOURNMENT

MOTION: On motion by Brusveen, second by Miller, the meeting was adjourned at 9:35 a.m.

Next Meeting: January 10, 2024

Respectfully Submitted:



Denise Brusveen, Finance Committee Secretary



Sarah Parker, Recording Secretary

CC: Finance Committee  
County Board Chair

Joseph Ruf III  
Susan M. Moll

Shonna Neary  
Internet