



# COLUMBIA COUNTY

Accounting Office

608-742-9645  
FAX: 608-742-9846  
Email: [accounting@co.columbia.wi.us](mailto:accounting@co.columbia.wi.us)  
Website: [www.co.columbia.wi.us](http://www.co.columbia.wi.us)

112 East Edgewater Street  
P.O. Box 473  
Portage, WI 53901

## COLUMBIA COUNTY FINANCE COMMITTEE MINUTES DECEMBER 14, 2017

**MEMBERS PRESENT:** Chairman John H. Tramburg, Supervisors Mary Cupery, James E. Foley, Dan Drew, and Mike Weyh

**ALSO PRESENT:** County Board Chair Vern E. Gove, Lois Schepp, Shonna Neary, Joseph Ruf III, Mat Schneider, Andy Ross, Karen Manske, John Hartman, Chris Hardy, Cathy Karls, Becky Mulhern, Clint Starks, Angela Hinze, Greg Kaminski, and Dennis Richards

The meeting was called to order at 9:00 a.m. and was properly noticed and published.

### MINUTES

**MOTION:** On motion by Foley, second by Cupery, the minutes of the November 9, 2017 Finance Committee meeting were approved.

### VOUCHERS

Shonna Neary joined the meeting to review expenditures for the month.

**MOTION:** On motion by Foley, second by Drew, monthly expenditures for the Accounting Department from November 7 through December 7, 2017 were approved for a total of \$5,233.45.

**MOTION:** On motion by Drew, second by Cupery, monthly expenditures for the Treasurer's Office from November 7 through December 7, 2017 were approved for a total of \$6,100.11.

Total Accounting/Treasurer Expenditures: \$11,333.56

**MOTION:** On motion by Drew, second by Foley, County Board Payroll for November meetings paid in December was approved for a total of \$7,242.00.

**MOTION:** On motion by Drew, second by Foley, the monthly disbursement journal (all departments) for November 7 through December 7, 2017 was approved for a total of \$6,758,347.33.

**MOTION:** On motion by Drew, second by Cupery, the Prepaid Expenses for November 7 through December 7, 2017 were approved for a total of \$1,658,056.19 as follows:

-Health & Human Services	\$70,716.00
-Highway	\$1,474.92
-General Fund	\$1,585,865.27

HIGHWAY-LRIP AND STIP POLICIES

Highway Commissioner Chris Hardy and Accounting Supervisor Mathew Schneider explained the Local Road Improvement Program (LRIP) and Highway Statewide Transportation Improvement Program (STIP) Construction policies.

MOTION: On motion by Drew, second by Cupery, the Finance Committee approved adding sub-sections 11.61-Local Road Improvement Program and 11.62-Highway STIP Construction to the Financial Handbook.

HIGHWAY-PROPERTY LINE ADJUSTMENT COLUMBUS SHOP

The business next to the Columbus Shop has their lot for sale. The County currently uses the lot for parking and storing plows, etc. The estimated cost for the surveying and transfer of ownership would be \$2,500-\$3,500.

MOTION: On motion by Drew, second by Weyh, the Committee approved moving forward with correcting the Columbus Shop lot line with the cost being \$2,500-\$3,500.

UPDATE ON CCEDC

CCEDC President Andy Ross gave a status report on the organization. The Economic Development Organization is working on getting three seats on the CCEDC Executive Committee, populated with Columbia County Board Supervisors with voting privileges the beginning of 2018.

MIS-LINE ITEM TRANSFER

MIS Director John Hartman joined the meeting to discuss the department's line item transfer request. During the move from the old administration building to the new, the County needed to establish a new internet connection at the new building while maintaining the old connection at the Courthouse. The required duplicate internet connections resulted in a budget shortfall.

MOTION: On motion by Drew, second by Foley, the line item transfer request to transfer \$11,100 from the IT Consultant account to the Internet Access account was approved.

HHS-UPDATE FEE ORDINANCE

ADRC Director Becky Mulhern and Assistant Comptroller Cathy Karls highlighted the updates to the Title 9, Chapter 1 Fee Schedule for the ADRC.

MOTION: On motion by Foley, second by Drew, the request to amend the Title 9, Chapter 1 Fee Schedule was approved.

HHS-OUT OF STATE TRAVEL REQUEST FOR BHLTS SOCIAL WORKERS

Behavioral Health Division Administrator Clint Starks and Assistant Comptroller Cathy Karls presented the out of state travel request. The request is to send two BHLTS Social Workers to the National Prescription Drug Abuse & Heroin Summit in Atlanta, GA. Prevention and Response Columbia County (PARCC) was awarded a Prevention for Success grant that will fund the training, along with the Alliance for Wisconsin Youth. No cost to the County.

MOTION: On motion by Drew, second by Weyh, the Committee approved the out of state travel request to send two BHLTS Social Workers to the National Prescription Drug Abuse & Heroin Summit in Atlanta, GA, at no cost to the county. Approval was not unanimous.

RESOLUTION-TRANSFER FUNDS FOR 2018 COUNTY EMPLOYEES ATB WAGE INCREASE

Corporation Counsel/HR Director Joseph Ruf III presented the 2018 ATB Resolution from the Human Resources Committee. It would provide a 1% ATB salary increase for County employees other than Sheriff's Sworn Union Staff. The required funds are included in the 2018 department budgets for Highway, Health Care Center, and Health & Human Services Grant programs. All other departments have funding allocated in the 2018 Contingency Fund. The resolution would require County Board action to transfer the funds to various departmental personnel accounts.

MOTION: On motion by Foley, second by Cupery, the Resolution approving a 2018 Across the Board (ATB) Salary Increase for County Employees Other than Sheriff's Sworn Union Staff was approved. The resolution will be presented to the full County Board at their December 20, 2017 meeting. Approval was not unanimous.

RESOLUTION-ACCEPTANCE OF WISCONSIN ARTS BOARD GRANT

The Resolution to accept the Wisconsin Arts Board Grant was tabled at the Executive Committee. Joseph Ruf III stated that they need to get more details regarding the grant before the County will commit to it.

ORDINANCE INCREASING MEDICAL EXAMINER FEES

Medical Examiner Angela Hinze explained the Ordinance to amend the Title 9-1-3 Medical Examiner Fee Schedule.

MOTION: On motion by Drew, second by Weyh, the Committee approved the updates to the Title 9-1-3 Medical Examiner Fee Schedule Ordinance.

ROD-UPDATE POLICY REMOVING SELF-ADDRESSED STAMPED ENVELOPES

Register of Deeds Director Karen Manske is updating the department policy by removing self-addressed stamped envelopes. This is due to 40% of the documents being recorded electronically now, and that number continues to grow.

MOTION: On motion by Foley, second by Drew, the Committee approved removing self-addressed stamped envelopes from the policy.

SOLID WASTE-LINE ITEM TRANSFERS

MOTION: On motion by Drew, second by Foley, the following line item transfers were approved:

- \$3,000 transfer from Medical Waste Disposal account to the Contracted Services account to cover unanticipated scale repairs.
- \$10,000 transfer from Contracted Services account, \$10,000 transfer from the Recycling Rebates account, \$8,000 from the Building Maintenance account, and \$20,000 from the Gas/Oil account (total \$48,000) to the Vehicle Maintenance account to cover major repairs needed on older trucks.
- \$705 transfer from Wire/Twine account to the Medical/Physicals account due to new drivers.

- \$27,000 transfer from Construction and Demo account to the Recycling Residual account due to increased contamination in recycling loads and no markets for #3-7 plastics.
- \$17,000 transfer from Capital Outlay account to the Machine Maintenance account to cover major repairs on infeed conveyors.

LINE ITEM TRANSFERS/CHANGE IN OUTLAY

**Human Resources**

The Human Resources Department currently has eight file cabinets that are too low. They have the money for new countertop height lateral file cabinets. The current cabinets will go to County surplus.

MOTION: On motion by Foley, second by Weyh, the request to transfer \$3,667 from the Safety-HR account to the Capital Outlay-HR account to purchase new countertop height lateral cabinets was approved.

**Sheriff's Office**

MOTION: On motion by Drew, second by Weyh, the following line item transfers were approved:

- \$1,400 transfer from Out of County Meals account to the Recruitment account to cover hiring process costs.
- \$2,000 transfer from Gas/Oil account to the Recruitment account to cover recruitment costs.
- \$3,251 transfer from Prisoner Food Contract account to the Recruitment account to cover hiring process costs.
- \$1,990 transfer from Gas/Oil account to the Contracted Services account to cover additional costs to the Humane Society for animal pickup in Columbia County.

**DA's Office**

Motion: On motion by Drew, second by Foley, the line item transfer request was approved to transfer \$2,500 from Court Costs account to the Office Supplies account for supplies.

FINANCIAL HANDBOOK UPDATE

Lois Schepp highlighted the following sub-section updates to the Financial Handbook:

Sub-Section 5.4 - ACH Credit Payment

Sub-Section 8.31 – MIS User Maintenance Pool

Sub-Section 8.95 – Plat Book Sales

Sub-Section 9.7 – Sales Tax

Sub-Section 12.4 – Forestry Tax

Sub-Section 13.2 – What Approvals are Needed? Reference Guide

COLUMBIA COUNTY  
FINANCE COMMITTEE MINUTES  
DECEMBER 14, 2017

MOTION: On motion by Drew, second by Weyh, the Financial Handbook updates were approved.

2018 DEBT SERVICE

MOTION: On motion by Drew, second by Cupery, 2018 Debt Service payments were approved for a total of \$4,634,337.50.

ADJOURNMENT

MOTION: On motion by Weyh, second by Drew, the meeting was adjourned at 11:50 a.m.

Next Meeting: January 11, 2018

Respectfully Submitted:



Mike Weyh, 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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