



# COLUMBIA COUNTY

Accounting Office

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## COLUMBIA COUNTY FINANCE COMMITTEE MINUTES DECEMBER 14, 2022

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

**ALSO PRESENT:** County Board Chair Chris Polzer, Shonna Neary, Joseph Ruf III, Chris Hardy, Bob Koch, Sheriff Brandner, Jason Willemarck, Heather Gove, Kurt Calkins, Susan Raimer, Stacy Opalewski, Marcus Bentley, and Greg Kaminski

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

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

### MINUTES

**MOTION:** On motion by Miller, second by Brusveen, the Committee approved the following minutes:

- November 9 & 15, 2022

### VOUCHERS

**MOTION:** On motion by Brusveen, second by Miller, monthly expenditures for November 4, 2022 through December 8, 2022 for the Treasurer's Office for a total of \$1,243.68 and the Accounting Department for a total of \$262,087.48 were approved.

Total Treasurer/Accounting/CDBG Projects: \$263,331.16

**MOTION:** On motion by Richmond, second by Miller, the monthly disbursement journal (all departments) from November 4, 2022 through December 8, 2022 was approved for a total of \$4,890,142.70.

**MOTION:** On motion by Miller, second by Richmond, County Board Payroll for November 2022 paid in December 2022 was approved for a total of \$7,821.74.

### CLERK OF COURTS – LINE ITEM TRANSFER

Clerk of Courts Susan Raimer explained the request for two three-way headsets for use by the interpreters in the courtroom. This request was in the 2023 budget, but the Finance Committee recommended a line item transfer be done and use 2022 funds.

**MOTION:** On motion by Brusveen, second by Miller, the Committee approved the request to transfer \$1,120 from the Expert Witness Fees Account to the Capital Outlay Account to purchase headsets.

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EMERGENCY MANAGEMENT – LINE ITEM TRANSFER

Emergency Management Coordinator Bob Koch explained that due to increased fuel costs, there will be an overage in the Gas/Oil Account.

MOTION: On motion by Miller, second by Richmond, the Committee approved the request to transfer \$1,200 from the Vehicle Maintenance Account to the Gas/Oil Account to cover the overage.

SHERIFF – LINE ITEM TRANSFERS

Sheriff Brandner explained that since the County email addresses were changed, updated business cards will need to be purchased.

MOTION: On motion by Miller, second by Brusveen, the Committee approved the request to transfer \$1,600 from the Sheriff Administration Dues Account to the Sheriff Administration Office Supplies Account to purchase business cards.

Due to the jail holding fewer inmates, there is funding available for a K9 squad. The Tahoe is the vehicle used for K9 squads. The deadline for ordering a Tahoe is May for the next budget cycle. The Sheriff requested to transfer and carryover \$65,000 to purchase a K9 squad-Tahoe.

MOTION: On motion by Miller, second by Richmond, the Committee approved the request to transfer \$40,000 from the Jail Prisoner Food Account, \$25,000 from the Jail Medical/Physicals Account and apply \$65,000 to the Sheriff Autos Outlay Account and carryover the funding to purchase a K9 squad-Tahoe in 2023.

SOLID WASTE – ORDINANCE-CHANGE IN FEES

Solid Waste Director Greg Kaminski presented the amendments to Chapter 7 – Fees. This is done annually for landfill and cost of living increases. Fuel is not included.

<b>SOLID WASTE</b>	
<b>Type</b>	<b>Cost</b>
Tipping Fees	<del>\$69.00</del> <u>\$70.00</u> per ton
Construction and Demolition	\$5 minimum/ <del>\$90.00</del> <u>\$95.00</u> per ton
Brush/ <u>Leaves/Grass/Ag</u> Bags	<del>\$40.00</del> <u>\$45.00</u> per ton
Garbage	\$1.00/bag <del>\$67.00</del> <u>\$70.00</u> /ton

**Price List 1/1/20213**  
**Container Rental/Garbage**  
**(Commercial/County Departments)**

Size	Every Other Week	Weekly	Twice a Week	Monthly	Additional Pickup	Customer Owned Pickup
2 Cubic Yard	<del>\$59.00</del> \$62.00	<del>\$84.00</del> \$89.00	<del>\$143.00</del> \$150.00		<del>\$30.00</del> \$35.00	<del>\$40.00</del> \$45.00
4 Cubic Yard	<del>\$67.00</del> \$70.00	<del>\$103.00</del> \$108.00	<del>\$173.00</del> \$181.00		<del>\$30.00</del> \$35.00	<del>\$40.00</del> \$45.00
6 Cubic Yard	<del>\$79.00</del> \$83.00	<del>\$121.00</del> \$127.00	<del>\$202.00</del> \$212.00	\$67.00	<del>\$50.00</del> \$60.00	<del>\$55.00</del> \$60.00
8 Cubic Yard	<del>\$87.00</del> \$92.00	<del>\$140.00</del> \$147.00	<del>\$229.00</del> \$240.00		<del>\$50.00</del> \$60.00	<del>\$55.00</del> \$60.00
10 Cubic Yd	<del>\$109.00</del> \$114.00	<del>\$173.00</del> \$181.00	<del>\$282.00</del> \$296.00		<del>\$50.00</del> \$60.00	

**Container Rental/Recycling**

Size	Every Other Week	Weekly	Twice a Week	Monthly	Additional Pickup
2 Cubic Yard	<del>\$46.00</del> \$49.00	<del>\$69.00</del> \$72.00	<del>\$109.00</del> \$114.00		\$30.00
4 Cubic Yard	<del>\$50.00</del> \$53.00	<del>\$74.00</del> \$78.00	<del>\$116.00</del> \$122.00		\$30.00
6 Cubic Yard	<del>\$55.00</del> \$57.00	<del>\$77.00</del> \$81.00	<del>\$119.00</del> \$125.00	\$62.00	\$30.00
8 Cubic Yard	<del>\$59.00</del> \$62.00	<del>\$79.00</del> \$83.00	<del>\$122.00</del> \$129.00		\$30.00
10 Cubic Yd	<del>\$69.00</del> \$72.00	\$86.00			

**Container Rental (Construction)**

Size	1 Week Rental	Minimum Disposal*	Add'l. Rental/Day	Add'l. Rental/Week	Monthly
15 Cubic Yard	<del>\$225.00</del> \$240.00	<del>\$180.00</del> \$190.00/2 tons	\$15.00	\$90.00	\$350
20 Cubic Yard	<del>\$225.00</del> \$240.00	<del>\$270.00</del> \$285.00/3 tons	\$15.00	\$90.00	\$350
30 Cubic Yard	<del>\$225.00</del> \$240.00	<del>\$270.00</del> \$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 ~~\$90.00~~\$95.00/ton.

County Hauling Rate: ~~\$95.00~~\$110.00  
 Out of County Hauling Rate: ~~\$135.00~~\$150.00

Volume Discount: Garbage \$65/ton  
Demolition \$80/ton

MOTION: On motion by Miller, second by Brusveen, the Committee approved the amendments to Chapter 7 – Fees.

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COUNTY CLERK – LINE ITEM TRANSFER

County Clerk Sue Moll explained that the ballot stock needed to be replenished so it is available to print the February ballots. Due to the paper shortage, the printing company advised her to order ahead.

MOTION: On motion by Brusveen, second by Miller, the Committee approved the request to transfer \$3,270 from the Elections Publications/Subscriptions Account to the Elections Ballots Account to replenish the ballot stock.

FACILITIES MANAGEMENT – LINE ITEM TRANSFERS

Facilities Management Director Jason Willemarck explained the request to transfer funding to cover the expense of the combustion blower replacement, Lutron lighting services, and additional Chiller EXV valve replacement repair.

MOTION: On motion by Miller, second by Richmond, the Committee approved the request to transfer \$7,550 from the Jail/Huber Operating Expense Account to the HHS Equipment Account to cover the cost of repairs.

Willemarck explained the request to transfer funding to cover the cost for the boiler controller and programming, evidence cooler repairs, and evidence elevator repair.

MOTION: On motion by Miller, second by Richmond, the Committee approved the request to transfer \$7,990 from the County Jail/Maintenance Account to the LEC Equipment Repair Account to cover the cost of repairs.

PLANNING & ZONING – LINE ITEM TRANSFER

Planning and Zoning Director Kurt Calkins explained the copy machine overage.

MOTION: On motion by Brusveen, second by Miller, the Committee approved the request to transfer \$1,000 from the Training/Conventions Account to the Copy Machine Account to cover the overage.

P&Z RESOLUTION: ASSESSOR'S PLATS FOR PLEASANT VIEW PARK AND WEAST PARK IN TOWN OF WEST POINT

The resolution was discussed as well as options provided by the County Treasurer, Stacy Opalewski. No action was taken.

LAND & WATER – AG OUTREACH LINE ITEM TRANSFER

Calkins explained that the overage was due to the Ag Reporter and new position mailings. They are working to electronically submit the newsletter and reduce the number of paper newsletters.

MOTION: On motion by Miller, second by Brusveen, the Committee approved the request to transfer \$1,680 from the Ag Outreach Travel/Mileage Account, \$250 from the Ag Outreach PC/Printer Pool Account and apply \$1,930 to the Ag Outreach Postage Account to cover the overage.

HHS – LTE NURSE POSITIONS (2)

Health & Human Services Director Heather Gove is requesting to hire two (2) LTE nurses to work no more than 1,199 hours in a one (1) year time span. Due to vacancies within the department, there is funding available. As the Public Health nurse positions are filled, the LTE positions will sunset.

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MOTION: On motion by Brusveen, second by Miller, the Committee approved the request to hire two (2) LTE nurses and they will sunset once the full-time positions are filled.

HHS – OUT OF STATE TRAINING

No discussion was held.

HIGHWAY – SOLE SOURCE APPROVAL

Highway Commissioner Chris Hardy explained that an International truck has engine, transmission, and steering problems and needs the work completed by International.

MOTION: On motion by Miller, second by Richmond, the Committee approved the Sole Source Request for the International truck repairs in the amount of \$19,000.

LINE ITEM TRANSFERS/CHANGE IN OUTLAY

No additional line item transfers/change in outlay were discussed.

AMERICAN RESCUE PLAN ACT OF 2021

Comptroller Shonna Neary gave an overview on the ARPA funding. The County Board Room software and Solid Waste consultant for the transfer station will be discussed at the December 15, 2022 Executive Committee meeting.

The County received the first \$50,000 payment for the additional ARPA funding under the Local Assistance and Tribal Consistency Fund allocation. The funds will be placed into an equity account for future use.

UPDATE ON CDBG/FINALIZE PROJECTS

Neary explained that the final reports for the Health Care Center and Highway projects are due to the state December 31, 2022. The Elevator projects deadline was amended by the state to December 31, 2022 for construction completion and January 31, 2023 for final report submission. The state will not grant an additional extension. The Courthouse elevator is not completed, but they are working to have it finished and assessed by the end of the year. If the construction isn't completed by year end, the County will need to fund the remaining costs.

REVIEW OF COUNTY FINANCES

Neary gave an overview on the County financials, 2022 budget changes, personnel reclassifications and changes, notable issues, and Accounting Department initiatives/projects. She also went over 2022 goals that the Accounting Department has completed and goals for 2023.

2023 DEBT SERVICE PAYMENTS

In February and August 2023, debt service payments will take place.

APPROVE 2023 MEETING DATES

The Committee reviewed the following 2023 meeting dates:

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- January 11, 2023
- March 8, 2023
- April 12, 2023
- May 10, 2023
- June 14, 2023
- July 12, 2023
- August 9, 2023
- September 13, 2023
- October 11, 2023
- November 8, 2023
- December 13, 2023

MOTION: On motion by Richmond, second by Miller, the Committee approved the meeting dates as presented.

ADJOURNMENT

MOTION: On motion by Miller, second by Richmond, the meeting was adjourned at 10:32 a.m.

Next Meeting: January 11, 2023

Respectfully Submitted:

  
\_\_\_\_\_  
Denise Brusveen, Finance Committee Secretary

  
\_\_\_\_\_  
Sarah Parker, Recording Secretary

CC: Finance Committee  
County Board Chair  
Shonna Neary

Joseph Ruf III  
Susan M. Moll  
Internet