



COLUMBIA COUNTY

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COLUMBIA COUNTY FINANCE COMMITTEE MINUTES AUGUST 14, 2014

PRESENT: Chair John H. Tramburg, Supervisors Mary Cupery, James E. Foley, and Andy Ross

ABSENT WITH NOTICE: Supervisor Harlan Baumgartner

ALSO PRESENT: County Board Chair Vern E. Gove, Lois Schepp, Shonna Neary, Gretchen Halverson, Cory Wiegel, Randy Oetzman, Susan Moll, Deborah Raimer, Nancy Elsing, Carmen Griffith, Kayla Wiersma, and Lyn Jerde (PDR)

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

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

MINUTES

MOTION: On motion by Ross, second by Foley, the minutes of the July 10th and 16th, 2014 Finance Committee meetings were approved.

VOUCHERS

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

MOTION: On motion by Foley, second by Ross, monthly expenditures for the Accounting Department (\$4,604.82) and the Treasurer's Office (\$3,352.93) for July 4 through August 8, 2014 were approved for a total of \$8,137.75.

MOTION: On motion by Ross, second by Cupery, the Committee approved the monthly disbursement journal (all departments) for July 4 through August 8, 2014 for a total of \$3,288,232.85.

MOTION: On motion by Ross, second by Foley, County Board Payroll for July meetings paid in August was approved for a total of \$6,841.40.

REVIEW/APPROVE HHS RESOLUTION – SECTION 5310 GRANT

Gretchen Halvorsen reported that the Health & Human Services Department applied for a Section 5310 Program grant from the Wisconsin Department of Transportation, which provides enhanced transportation services for older adults and individuals with disabilities. The program requires a 20% local match.

REVIEW/APPROVE HHS RESOLUTION – SECTION 5310 GRANT, CONTINUED

MOTION: On motion by Ross, second by Cupery, and contingent on Health & Human Services Board approval, the Committee approved the Section 5310 Grant resolution authorizing the local match and necessary transfer from the General Fund for an amount not to exceed \$24,400.

REVIEW/APPROVE BUILDINGS & GROUNDS RESOLUTION – AIR COMPRESSORS

Cory Wiegel and Randy Oetzman joined the meeting to explain the proposed resolution from the Information Services and Property Committee. Two air conditioner compressors at the Huber Center need to be replaced. Wiegel requested that unencumbered funds from the roofing projects be used to cover the cost. Because the roofing projects were approved by board resolution, using those funds for something other than originally intended would require another resolution and board approval.

MOTION: On motion by Cupery, second by Foley, the resolution to authorize reallocation of outlay funds for the purchase of air conditioner compressors was approved for a total of \$11,975. The resolution will be forwarded to the full County Board for approval at their August 20th meeting.

COUNTY CLERK CHANGE IN OUTLAY – TYPEWRITER

Susan Moll requested a change in outlay for her department. The request is to purchase a typewriter instead of a printer, which was included in the Clerk's 2014 outlay budget.

MOTION: Motion by Foley to approve the County Clerk's change in outlay request to purchase a typewriter for a total of \$750. Second by Ross. Motion carried.

REVIEW/APPROVE 2015 BUDGET REQUEST – TREASURER

County Treasurer

The Committee reviewed the Treasurer's 2015 budget request.

MOTION: On motion by Ross, second by Cupery, the 2015 budget request for County Treasurer, account #1560 was approved for a total appropriation of \$266,542.

Tax Deed Expense

MOTION: On motion by Foley, second by Ross, the Committee approved the 2015 budget request for Tax Deed Expense account #1561. No County appropriation.

HEALTH CARE CENTER ROOM TAX REIMBURSEMENT

An employee at the Health Care Center made hotel reservations using her personal credit card. She was charged taxes on the transaction. The County is a tax exempt entity. The request is to reimburse her for the taxes paid. The County's purchasing policies and procedures are currently being updated, and this issue will be clarified.

MOTION: On motion by Foley, second by Ross, the Committee approved reimbursement of \$36 in taxes paid by Janelle Zacho for a hotel reservation associated with a conference.

REVIEW/APPROVE 2015 BUDGET REQUEST – ACCOUNTING

Accounting Administration

MOTION: On motion by Ross, second by Foley, the 2015 budget request for Accounting Administration account #1510 was approved. Total appropriation: \$598,404.

Single Audit

MOTION: On motion by Cupery, second by Foley, the 2015 budget request for Single Audit account #1511 was approved as amended. Total appropriation: \$34,024.

Indirect Cost Allocation Plan

MOTION: On motion by Foley, second by Cupery, the 2015 budget request for Indirect Cost Allocation Plan account #1512 was approved for a total appropriation of \$5,250.

Accounting/HR Computer System

MOTION: Motion by Ross to approve account #9910 Accounting/HR Computer System 2015 budget request. Second by Foley. Motion carried. Total appropriation: \$25,000.

State Spec Charges

MOTION: On motion by Foley, second by Ross, the budget request for State Special Charges account #1425 was approved. Total appropriation: \$6,000.

Fiscal Charges

MOTION: On motion by Ross, second by Cupery, the budget request for Fiscal Charges account #7810 was approved. Total appropriation: \$800.

APPROVE CONTINUATION OF AUDIT CONTRACT

Schepp requested approval to extend the audit contract with CliftonLarsonAllen.

MOTION: On motion by Foley, second by Cupery, the Committee approved extending the contract with CliftonLarsonAllen for audit years 2014 – 2016 as follows:

Audit for Year-Ending December 31, 2014 - \$42,774
Audit for Year-Ending December 31, 2015 - \$43,812
Audit for Year-Ending December 31, 2016 - \$44,894

APPROVE CONTINUATION OF INDIRECT COST ALLOCATION PREPARATION CONTRACT

Schepp requested that the current contract with Sequoia Consulting Group be extended through 2016.

MOTION: On motion by Ross, second by Foley, the contract with Sequoia Consulting Group was extended for three years at the current rate of \$5,250 per year.

REVIEW/APPROVE 2015 BUDGET REQUEST – CCEDC/TOURISM

Tourism

MOTION: On motion by Cupery, second by Ross, the 2015 Tourism budget request was approved. Total appropriation: \$19,400.

CCEDC

MOTION: On motion by Ross, second by Cupery, the 2015 budget request for CCEDC was approved. Total appropriation: \$133,841.

2014 ACCOUNTING INTERN PRESENTATION

Shonna Neary and Kayla Wiersma joined the meeting and described the numerous duties and responsibilities of the Accounting Department's summer intern position. Both Neary and Schepp acknowledged the great benefit of having Wiersma's help this summer, and hope to continue the intern position in the future.

Wiersma thanked the Committee for the opportunity to work here. Wiersma is a senior at UW – Stevens Point, majoring in Accounting/Business Administration.

ADJOURNMENT

MOTION: On motion by Ross, second by Cupery, the meeting was adjourned at 10:21 a.m.

Next meeting: September 11, 2014

Respectfully Submitted:



Mary Cupery, Committee Secretary



Cindy Devine, Recording Secretary

CC: Finance Committee
County Board Chair
Lois Schepp
Joseph Ruf III
Susan M. Moll
Internet