

Columbia County Finance Committee

MINUTES

August 9, 2007

PRESENT: Chair John H. Tramburg, Supervisors Debra L. H. Wopat, Susan Martin, Robert R. Westby, and Robert L. Hamele

ALSO PRESENT: Board Chair Harlan Baumgartner, Lois Schepp, Joseph Ruf III, Renee Messing and Sheri Springer (Clifton Gunderson), Jane Kohlwey, Deb Raimer, Erik Pritzl, Cathy Karls, Supervisor J. Robert Curtis, Shonna Neary, and Dustin Weiss (Daily Register)

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

MOTION: On motion by Martin, second by Hamele, the agenda was approved as printed.

MINUTES

MOTION: On motion by Wopat, second by Westby, the minutes of the July 12th, 2007 Finance Committee meeting were approved.

VOUCHERS

MOTION: Previously Paid Vouchers for August Audit were approved on motion by Westby, second by Hamele, for a total of \$3,429,752.08.

MOTION: On motion by Martin, second by Westby, County Board Payroll for July meetings paid in August was approved for a total of \$6,998.19.

2006 AUDIT PRESENTATION

Schepp provided a brief summary regarding the many aspects of the County's audit report.

Renee Messing and Sheri Springer, of Clifton Gunderson LLP, presented the 2006 Audit to the Committee and described the results of the audit and the status of the County's financial statements. Messing concluded her report noting that the County's records are maintained in very good order. She further noted the auditors received full cooperation from County staff when performing the audit, and that the Committee can rest assured that accurate financial information is provided by Schepp and the Accounting staff throughout the year.

OUT OF STATE TRAVEL REQUEST

Due to a decrease in Federal funding, the DA personally paid for airfare to attend a training seminar in South Carolina. She asked the Committee for reimbursement of this unplanned expense.

MOTION: On motion by Martin, second by Hamele, the Committee approved a transfer of \$325 from the District Attorney's Library Account to their Conference/Training Account. Kohlwey was instructed to plan ahead for these additional costs in next year's budget.

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APPROVE 2008 TREASURER'S BUDGET

COUNTY TREASURER BUDGET 1560

The Committee reviewed the Treasurer's 2008 budget request.

OUTLAY

MOTION: On motion by Wopat, second by Hamele, the Treasurer's outlay request was amended/approved as follows for a total of \$2,860.00:

Original Request		Amended Outlay	
Item	Cost	Item	Cost
Office Chair	300.00	Office Chair	330.00
2 Micr Printers	4,200.00	1 Micr Printer	2,100.00
Cash Counter	430.00	Cash Counter	430.00
Total	4,930.00	Total	2,860.00

Remaining budget line items were discussed.

MOTION: On motion by Hamele, second by Westby, Treasurer's Budget 1560 was approved as follows:

Line Item No. 521100 – Contracted Serv.-General was increased to \$19,500

Total Amended County Appropriation: \$235,851

COUNTY TREASURER REVENUE

MOTION: On motion by Westby, second by Hamele, the Treasurer's Revenue budget was approved as presented.

Total Revenue: \$1,575,000

TAX DEED EXPENSE BUDGET 1561

MOTION: On motion by Martin, second by Wopat, the Tax Deed Expense Budget was approved as presented.

No County Appropriation

REQUEST FOR \$700 FROM ADRC RESERVE FUND

The Committee heard a request from Health & Human Services to use \$700 from the ADRC Reserve Fund in order to relocate an employee to the front reception area of the Health & Human Services building. The funds will be used to install necessary wiring & data port for the employee's workstation.

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REQUEST FOR \$700 FROM ADRC RESERVE FUND, continued

MOTION: On motion by Wopat, second by Westby the request was approved.

UPDATE ON HHS 2007 FINANCIAL STATUS

HHS Director Pritzl and Asst. Comptroller Cathy Karls reported on the status of finances at Health & Human Services. Although the department's budget is currently on track, an increasing number of court orders involving significant costs and possible placements could have an effect on the overall budget.

The Committee thanked Pritzl/Karls for their report.

2007 CAPITAL OUTLAY – DEPARTMENTAL REQUESTS

None

LINE ITEM TRANSFERS/CHANGE IN OUTLAY

The Committee reviewed a request from the MIS Department to purchase two replacement UPS (Uninterruptable Power Supply) units. Funds are available in the Information Technology outlay account #844000.152.

MOTION: On motion by Martin, second by Westby, the Committee approved the purchase of 2 replacement UPS units for \$2,400.

APPROVE 2008 ACCOUNTING BUDGET

ACCOUNTING BUDGET 1510

The Committee reviewed the Accounting Department's 2008 budget request. Schepp recapped the budget, noting the issues currently faced by the department such as:

- Staff Turnover
- Outstanding Projects
- Progress Made
- Future Issues

MOTION: On motion by Westby, second by Martin, the Accounting budget request was approved.

Total County Appropriation: \$544,924

OUTLAY

MOTION: On motion by Wopat, second by Martin, the outlay request was approved to forward on through the budget process. Total Outlay: \$5,330.

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SINGLE AUDIT 1511

MOTION: On motion by Hamele, second by Wopat, the budget request was approved.

Total County Appropriation: \$21,000

INDIRECT COST ALLOCATION PLAN 1512

MOTION: On motion by Hamele, second by Westby, the budget request was approved.

Total County Appropriation: \$7,800

ACCOUNTING/HR COMPUTER SYSTEM 9910

MOTION: On motion by Martin, second by Wopat, the budget request was approved.

Total County Appropriation: \$95,000

OTHER BUDGETS

MOTION: On motion by Hamele, second by Wopat, the remaining budgets were approved as follows:

DEBT SERVICE – COUNTY JAIL 8100

Total County Appropriation: \$257,500

DEBT SERVICE – COMPUTER SYSTEM 8200

No County Appropriation

DEBT SERVICE – SPACE NEEDS 8300

Total County Appropriation: \$249,868

DEBT SERVICE – UNFUNDED LIABILITY 8600

Total County Appropriation: \$312,600

DEBT SERVICE – NEW JAIL/HWY SHOP 8800

Total County Appropriation: \$1,928,211

FISCAL CHARGES 7810

Total County Appropriation: \$600

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REVIEW OF LIBRARY CROSS BORDER PAYMENTS

Discussion was held regarding the total Cross Border Library Requests to date. Schepp noted that the total was higher than expected.

Cross Border payments are a result of County residents checking out books from libraries in neighboring counties (i.e., Dane, Sauk, etc.). Concern was expressed regarding the possibility of this reimbursement to municipal libraries (outside of Columbia County) not being exempt from the levy freeze.

SEPTEMBER 1 DEBT SERVICE

MOTION: On motion by Wopat, second by Westby, September 1 Debt Service on the Space Needs/Remodeling Project was approved for a total of \$241,976.25.

APPROVE DIGITAL CAMERA REPLACEMENT

MOTION: On motion by Westby, second by Hamele, the purchase of a digital camera for the Revolving Loan Fund Program was approved for a total of \$577.26.

DEMO OF MEDICAL EXAMINER BILLING PROGRAM

Accounting Supervisor Shonna Neary provided a demonstration of the new Medical Examiner Billing Program created and recently implemented by the department. The new program received a very positive reaction from the Committee.

Committee members complimented Schepp/staff for their hard work on the audit and the new billing program.

ADJOURNMENT

MOTION: On motion by Martin, second by Wopat, the meeting adjourned at 12:12 p.m.

Respectfully Submitted:

Robert R. Westby, Secretary

Cindy Devine, Recording Secretary

cc: Finance Committee
Chair Baumgartner

Joseph Ruf III
Lois Schepp

Susan Moll
Internet