



# COLUMBIA COUNTY

Accounting Office

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## COLUMBIA COUNTY FINANCE COMMITTEE MINUTES MARCH 15, 2018

**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, Cheryl Fahrner, Andy Ross, Deborah Raimer, Chris Hardy, Jeff Hoffman, Dawn Woodard, Susan Raimer, Greg Kaminski, Cathy Karls, Judge Voigt, Wayne Smith, NaDeanna Giuffre, Brian Hextell (PMA), Sara Schnoor (PMA), and Mark Sleger

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

Chair Gove asked to have the following items removed from the agenda and added to April's Finance Committee agenda:

- #11 - Resolution
- #13 - Funding for Parking Lots

**MOTION:** On motion by Cupery, second by Weyh, the agenda was approved as amended.

### MINUTES

**MOTION:** On motion by Weyh, second by Foley, the minutes of the January 11, 2018 Finance Committee meeting were approved.

### VOUCHERS

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

**MOTION:** On motion by Drew, second by Weyh, monthly expenditures for the Accounting Department from January 6 through March 8, 2018 were approved for a total of \$7,614.74.

**MOTION:** On motion by Drew, second by Cupery, monthly expenditures for Tourism from January 6 through March 8, 2018 were approved for a total of \$20,000.

**MOTION:** On motion by Drew, second by Weyh, monthly expenditures for Economic Development from January 6 through March 8, 2018 were approved for a total of \$121,070.

**MOTION:** On motion by Weyh, second by Drew, monthly expenditures for the Treasurer's Office from January 6 through March 8, 2018 were approved for a total of \$8,634.78.

Total Accounting/Treasurer Expenditures: \$157,319.52

**MOTION:** On motion by Drew, second by Foley, County Board Payroll was approved for a total of \$9,780 as follows:

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- January meetings paid in February, 2018 - \$5,706.60
- February meetings paid in March, 2018 - \$4,073.40

MOTION: On motion by Drew, second by Weyh, the monthly disbursement journal (all departments) for January 6 through March 8, 2018 was approved for a total of \$10,771,219.43.

REVIEW/APPROVE 2017 ANNUAL REPORT – CCEDC/TOURISM

Director Cheryl Fahrner presented the 2017 Annual Reports for Columbia County Economic Development (CCEDC) and Tourism.

MOTION: On motion by Drew, second by Cupery, the 2017 CCEDC Annual Report was approved.

MOTION: On motion by Cupery, second by Weyh, the 2017 Tourism Annual Report was approved.

UPDATE ON CCEDC/MEET NEW DIRECTOR CHERYL FAHRNER

CCEDC President Andy Ross gave a status report on the organization and introduced the new Director Cheryl Fahrner to the Committee. The CCEDC Board of Directors met March 14, 2018, to vote on the updated by-laws. However, there were not enough members present to complete the vote. The meeting was not adjourned, but recessed until March 28. The Finance Committee is requesting Corporation Counsel review the updated by-laws before coming to the April 12, 2018 Finance Committee meeting.

UPDATE BY PMA ON MANAGED PORTFOLIO PERFORMANCE

Sara Schnoor and Brian Hextell from Prudent Man Advisors, Inc. (PMA), gave the Committee an update on the managed portfolio performance.

REVIEW/APPROVE 2017 ANNUAL REPORT – TREASURER

Treasurer Deborah Raimer presented the 2017 Annual Report.

MOTION: On motion by Foley, second by Drew, the 2017 Annual Report for the Treasurer's Office was approved.

ORDINANCE - CREATE TITLE 5, CHAPTER 12, SHERIFF'S OFFICE DIVE TEAM

Lieutenant Wayne Smith and Executive Secretary NaDeanna Giuffre presented the ordinance for the Sheriff's Office Dive Team. There are 16 divers and they are all volunteers. The per diem will help offset costs for leaving work. Members shall not receive any per diems for training, dive team organization meetings, or time spent on equipment maintenance or repair.

MOTION: On motion by Drew, second by Cupery, the Committee approved the Ordinance-Creat Title 5, Chapter 12, Sheriff's Office Dive Team.

CHANGE IN OUTLAY - CLOSEOUT CAMBRIA SHOP/SALT SHED

Highway Commissioner Chris Hardy explained to the Committee that the Cambria shop and salt shed project exceeded bond proceeds and previously transferred funds by \$4,140.53. They would like to use funds from brush chipper outlay that came in less than budgeted for.

MOTION: On motion by Weyh, second by Foley, the request to transfer \$4,141 from brush chipper outlay to Cambria project overage outlay was approved.

RESOLUTION - ESTABLISH 2019-2022 SALARIES FOR SHERIFF AND CLERK OF CIRCUIT COURT

Joseph Ruf III explained the resolution to establish 2019-2022 compensation for Sheriff and Clerk of Circuit Court. Clerk of Courts Susan Raimer gave her standpoint on the resolution.

MOTION: On motion by Foley, second by Weyh, the resolution was approved as presented. The resolution will be presented to the full County Board at their March 21, 2018 board meeting.

RESOLUTION - TRANSFER BUDGETED FUNDS TO U.W. EXTENSION

UW-Extension Area Director Jeff Hoffman presented the resolution to move the July-December allocation out of the County Contingency Fund and into the U.W. Extension budget. Columbia County has received and signed the University of Wisconsin-Extension contract, which finalized funding levels.

MOTION: On motion by Weyh, second by Drew, the Committee approved the resolution to move \$137,430 from the Contingency Fund account to the U.W. Extension account. Approval was not unanimous.

HHS - OUT OF STATE TRAVEL REQUEST

Health and Human Services Director Dawn Woodard explained the out of state travel request to send two staff to Seattle, June 11-15, 2018 for a Youth Mental Health First Aid Train the Trainer event. Cost for attending this training is included in the Youth Crisis Grant budget and would be reimbursed from grant funding. The purpose of sending staff to this training is so they can train community partners on mental health dilemmas.

MOTION: On motion by Cupery, second by Weyh, the Committee approved the out of state travel request since it is funded by the grant. Approval was not unanimous.

RESOLUTION – 2017 OVERDRAWN CLERK OF COURTS ACCOUNTS

Judge Andrew Voigt and Clerk of Courts Susan Raimer presented the resolution to transfer funds to cover the 2017 overdrawn Clerk of Courts accounts.

MOTION: On motion by Drew, second by Weyh, the resolution to transfer \$6,217 from the pre-closing Contingency Fund to the Clerk of Courts account was approved.

SOLID WASTE – CHANGE IN OUTLAY REQUEST

Solid Waste Director Greg Kaminski presented the change in outlay request to move funds from refuse capital outlay to building lease for C&D/Loader lease. The remaining funds will come from the loader lease which will be under budget. The \$34,000 would cover the first year for a new truck with a 5 year lease. The remaining years will be in the budget.

MOTION: On motion by Drew, second by Weyh, the Committee approved the request to transfer \$34,000 from refuse capital outlay to building lease for C&D/Loader lease.

LINE ITEM TRANSFERS/CHANGE IN OUTLAY

**Columbia Health Care Center**

MOTION: On motion by Foley, second by Weyh, the Committee approved the line item transfer to purchase a salt spreader. The \$3,500 will be transferred from Capital-Building Improvement to Capital-Plant Operations.

JDE UPGRADE

Accounting Supervisor/Project Manager Shonna Neary explained to the Committee the actions and testing done to prepare for the JD Edwards 9.2 upgrade. The functionality will stay the same, but it does look different. There will be refresher trainings held in the Accounting training room for County staff. The upgrade is on schedule to go live on Monday, March 19, 2018.

REVIEW OF COUNTY POP FUNDS

Comptroller Lois Schepp reviewed the County Pop Funds.

REVIEW/APPROVE 2017 ANNUAL REPORT-ACCOUNTING

Schepp highlighted department activities in 2017 and goals for 2018.

MOTION: On motion by Drew, second by Weyh, the 2017 Annual Report for the Accounting Department was approved.

UPDATE ON COUNTY EQUITY ACCOUNT CONVERSION PER ACCOUNTING REGULATIONS

Schepp explained the significant changes made to equity accounts to comply with accounting standards. All applicable staff were trained and the conversion of accounts was completed.

FINANCIAL HANDBOOK UPDATES

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

Sub-Section - 1.2	Budget Amendments & Transfers
Sub-Section - 3.1	Unrestricted Fund Balance/General Fund
Sub-Section - 3.11	Nonspendable
Sub-Section - 3.12	Restricted
Sub-Section - 3.13	Committed
Sub-Section - 3.14	Assigned
Sub-Section - 3.15	Unassigned
Sub-Section - 3.2	Other Equity Accounts
Sub-Section - 3.21	Invested in Capital Assets
Sub-Section - 3.22	Restricted
Sub-Section - 3.23	Unrestricted
Sub-Section - 8.1	Solid Waste Container Rental-Equity
Sub-Section - 8.1	Nonlapsing Accounts
Sub-Section - 8.9	Capital Improvements Fund

MOTION: On motion by Cupery, second by Foley, The Financial Handbook updates were approved.

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2019 BUDGET DEVELOPMENT CALENDAR

MOTION: On motion by Drew, second by Foley, the 2019 Budget Development Calendar was approved.

ADJOURNMENT

MOTION: On motion by Drew, second by Foley, the meeting was adjourned at 11:35 a.m.

Next Meeting: April 12, 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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