



# COLUMBIA COUNTY

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## COLUMBIA COUNTY FINANCE COMMITTEE MINUTES JUNE 15, 2017

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

**ALSO PRESENT:** Lois Schepp, Shonna Neary, Andy Ross, Dawn Woodard, Sheriff Dennis Richards, Krista Miller, John Hartman, 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 Weyh, second by Foley, the agenda was approved.

### MINUTES

**MOTION:** On motion by Weyh, second by Foley, the minutes of the May 11, 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 Cupery, monthly expenditures for the Accounting Department from May 5 through June 8, 2017 were approved for a total of \$7,303.64.

**MOTION:** On motion by Drew, second by Weyh, monthly expenditures for the Treasurer's Office from May 5 through June 8, 2017 were approved for a total of \$4,522.38.

Total Accounting/Treasurer Expenditures: \$11,826.02

**MOTION:** On motion by Foley, second by Cupery, County Board Payroll for May meetings paid in June was approved for a total of \$6,787.83.

**MOTION:** On motion by Foley, second by Drew, the monthly disbursement journal (all departments) for May 5 through June 8, 2017 was approved for a total of \$4,163,767.45.

### UPDATE ON CCEDC

President Andy Ross discussed some topics the department is currently working on, such as a transportation project for people with low to moderate income and business retention and expansion visits with current employers around the County. The CCEDC currently has two new requests for their Revolving Loan Fund.

CLOSED SESSION

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MOTION: On motion by Foley, second by Cupery, the committee went into closed session at 10:06 a.m. pursuant to WI State Statute Section 19.85(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility [Promotion to Fill Crisis Program Coordinator Position; Behavioral Health Program Coordinator Compensation Adjustment].

ROLL CALL VOTE:     Ayes: 5, as follows: Tramburg, Cupery, Foley, Drew, Weyh  
                          Noes: 0

OPEN SESSION

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MOTION: On motion by Foley, second by Drew, and unanimous committee approval, the meeting reconvened in open session at 10:13 a.m.

PROMOTION TO FILL CRISIS PROGRAM COORDINATOR POSITION AND BEHAVIORAL HEALTH PROGRAM COORDINATOR COMPENSATION ADJUSTMENT

MOTION: On motion by Foley, second by Drew, the Promotion to Fill Crisis Program Coordinator Position and the Behavioral Health Program Coordinator Compensation Adjustment were approved.

SHERIFF-LIT INVESTIGATOR EXPENSE

Sheriff Dennis Richards presented the line item transfer of \$3,713 from the Gas/Oil Account to the Investigator Expense Account to cover the February 2014 exhumation costs at the Beaver Dam Cemetery.

MOTION: On motion by Foley, second by Weyh, the request to transfer \$3,713 from the Gas/Oil Account to the Investigator Expense Account to cover the February 2014 exhumation costs at the Beaver Dam Cemetery was approved.

MIS-SOFTWARE LICENSING FEES

MIS Director John Hartman explained, starting in 2018, the Columbia County Management Information Services Department will be implementing a hybrid Computer/User Maintenance Pool. There will be an additional increase of \$53,750 spread across departments. Hartman will be meeting with Department Heads to discuss the added fee.

CHANGE IN OUTLAY-CHILD SUPPORT

Assistant Corporation Counsel Krista Miller explained the Change in Outlay request for shelving in Child Support's temporary offices. The department has files they use on a daily basis and will need shelving. The scanner budgeted will not be needed in 2017.

MOTION: On motion by Drew, second by Cupery, the Committee approved the \$1,500 Change in Outlay to purchase steel shelving.

UPDATE FINANCIAL HANDBOOK

Schepp discussed the following updates to the Financial Handbook:

Section 1.1-All budget line items shall be rounded to the nearest \$10.00.

Section 9.4-Increase to the current blanket coverage ensuring all employees are bonded.

Section 9.8-Per statute change, unclaimed funds increased from \$10 to \$20.

Section 9.91-New section explaining Public Fire Protection (PFP) Invoices.

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

SET BUDGET REVIEW DATES AND GUIDELINES/SET 2018 MILEAGE RATE

**BUDGET REVIEW DATES**

The following dates were tentatively set for 2018 Budget Review:

September 15, 18, 19, 21, 22, 27, and 29, 2017

MOTION: On motion by Foley, second by Drew, the 2018 Budget Review meeting dates were approved.

**MILEAGE RATE**

MOTION: On motion by Cupery, second by Foley, the 2018 mileage rate will remain the same at \$.50/per mile.

**PER DIEM RATES**

Motion: On motion by Drew, second by Weyh, the Committee approved to keep the per diem rates the same.

**BUDGET GUIDELINES**

Motion: On motion by Drew, second by Weyh, the Committee approved a zero percent budget increase; excluding personnel costs.

Schepp reported on the recent GFOA Annual Conference in Denver, Colorado.

COLUMBIA COUNTY  
FINANCE COMMITTEE MINUTES  
JANUARY 12, 2017

ADJOURNMENT

MOTION: On motion by Foley, second by Weyh, the meeting was adjourned at 10:17 a.m.  
Next Meeting: July 13, 2017

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  
Internet