



# COLUMBIA COUNTY

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## COLUMBIA COUNTY FINANCE COMMITTEE MINUTES SEPTEMBER 13, 2018

**MEMBERS PRESENT:** Chairman Dan F. Drew, Supervisors James E. Foley, Matthew L. Rohrbeck, Barry Pufahl, and JoAnn Wingers

**ALSO PRESENT:** County Board Chair Vern E. Gove, Supervisor Nancy Long, Lois Schepp, Shonna Neary, Joseph Ruf III, Cheryl Fahrner, and Lyn Jerde (PDR)

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

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

### MINUTES

**MOTION:** On motion by Foley, second by Wingers, the minutes of the August 9, 2018 Finance Committee meeting were approved.

### VOUCHERS

**MOTION:** On motion by Wingers, second by Foley, monthly expenditures for the Treasurer's Office from August 3 through September 6, 2018 were approved for a total of \$810.33.

**MOTION:** On motion by Foley, second by Wingers, monthly expenditures for the Accounting Department from August 3 through September 6, 2018 were approved for a total of \$7,947.42.

Total Treasurer/Accounting: \$8,757.75

**MOTION:** On motion by Pufahl, second by Foley, the monthly disbursement journal (all departments) for August 3 through September 6, 2018 was approved for a total of \$3,620,252.03.

**MOTION:** On motion by Wingers, second by Pufahl, County Board Payroll for August meetings paid in September was approved for a total of \$6,448.14.

### UPDATE ON CCEDC/FINANCIALS

Director Cheryl Fahrner gave a status report on the organization and discussed their goal to obtain 20% funding from outside entities in 2019.

The CCEDC financials were reviewed. The Committee is concerned with the report not addressing audit concerns and some reporting issues. Cheryl will be in contact with the organization's accountant to get this resolved.

LINE ITEM TRANSFERS/CHANGE IN OUTLAY

**Columbia Health Care Center-Change in Outlay**

MOTION: On motion by Pufahl, second by Wingers, the Committee approved the following outlay requests:

- Transfer \$1,235 from the Willow Ct. Flooring account to Scanner account
- Transfer \$5,500 from Landscaping Birch/Mulberry account to Hot Water Heater account

**Solid Waste-LIT**

MOTION: On motion by Foley, second by Pufahl, the Committee approved transferring \$2,000 from the Wire/Twine account to Other Supplies account.

RFP FOR PROFESSIONAL AUDITING SERVICES

Comptroller Lois Schepp explained the Request for Proposal (RFP) for Professional Auditing Services. It was posted on Demand Star September 7, 2018 and sent to three firms in the State. The bids will go to the October 11, 2018 Finance Committee meeting.

SOLE SOURCE PROCUREMENT/FORM AND UPDATE TO MANUAL

The Sole Source Procurement Form, Guidelines, and the update to Section 4.1 in the Procurement Manual were presented to the Committee.

This will be reviewed at the October 11, 2018 Finance Committee meeting.

2018-EQUALIZED VALUES

Lois Schepp presented the 2018 Equalized Value Report to the Committee.

UPDATE ON STAFFING

Schepp explained to the Committee that Senior Staff Accountant Mark Zimmerman accepted the position of Highway Accounting Supervisor and HHS Accountant 1 Jessica Kath has accepted the Senior Staff Accountant position. There is currently a vacant HHS Accountant 1 position.

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ADJOURNMENT

MOTION: On motion by Foley, second by Rohrbeck, the meeting was adjourned at 9:03 a.m.

Next Meeting: October 11, 2018

Respectfully Submitted:



Matthew L. Rohrbeck, Finance Committee Secretary



Sarah Parker, Recording Secretary

CC: Finance Committee  
County Board Chair  
Lois Schepp

Joseph Ruf III  
Susan M. Moll  
Internet