

Vice Chair Christopher Mayer called the meeting of the Finance Committee at 8:34 a.m. on Friday, January 15, 2010, in conference room #2, at the Vilas County Courthouse, Eagle River, Wisconsin.

All meeting notices were properly posted.

The following persons were present: Vice Chair Christopher Mayer, Linda Thorpe, Charles Rayala, Kathleen Rushlow (appeared at 8:53 a.m.) Erv Teichmiller, Jail Administrator Timothy Evensen, Chief Deputy Joe Fath, County Treasurer Jerri Radtke, County Clerk Dave Alleman, Carol Olson and Kim Schaffer of Northwoods Title, Linda Sprague of Lake Country Title Services and Finance Secretary Marjorie Hiller. Excused absence: Steve Favorite.

A motion was made by C. Rayala and seconded by L. Thorpe to approve the agenda to be discussed in any order at the discretion of the Chair. All voting aye, carried.

A motion was made by L. Thorpe and seconded by C. Rayala to approve the December 15, 2009 minutes. Discussion to amend the minutes by changing the future meeting date month to "January" instead of December. Motion by L. Thorpe and seconded by C. Rayala to approve the December 15th, 2009 minutes as amended. All voting aye, carried.

(Kathleen Rushlow appeared at 8:53 a.m.)

Approval of Bills and Payroll: Motion by C. Rayala and seconded by L. Thorpe to approve the bills. All voting aye, carried. Motion by C. Mayer and seconded by L. Thorpe to approve the Courthouse and Highway December 18th, 31st, and January 14th and 15th payrolls and the County Board January 15th payroll. All voting aye, carried.

Letters and Communications: Erv Teichmiller discussed the October 2009 Human Service income and expense report with the Finance Committee.

Request to Carryover Funds from Jail Budget Kitchen Equipment Line Item #100.52701.819 to 2010: Jail Administrator Tim Evensen appeared requesting permission to carryover \$14,646.00 to the 2010 budget. Motion by C. Rayala and seconded by L. Thorpe to approve. Discussion. 3 voted yes and K. Rushlow abstained from voting. Motion carried.

2009 Line Item Transfers – H. Jail & Sheriff – Motion by C. Rayala and seconded by C. Mayer to approve the following Jail line item transfers: Transfer \$11,112.55 from the Jail meals line item #100.52701.249 to the Jail kitchen equipment line item #100.52701.819 and transfer \$1,473.16 from the Jail training line item #100.52701.393 to the Jail overtime line item #100.52701.153. Three (3) voted yes and K. Rushlow abstained from voting. Motion carried.

Motion by L. Thorpe and seconded by C. Rayala to approve the following sheriff's budget line item transfers: transfer \$6,323.36 from the E911 expense line item #100.52101.401 and disburse \$3,000.00 to the supplies line item #100.52101.310 and \$3,323.36 to the overtime line item #100.52101.153; transfer \$4,133.28 from the Telecommunicator salaries line item #100.52101.129 to the part-time Telecommunicator salaries line item #100.52101.238. All voting aye, carried.

Title Search/2006 Foreclosures in REM Bids: Co. Treasurer Jerri Radtke appeared regarding the foreclosure in REM Bids. Carol Olson and Kim Schaeffer of Northwoods Title and Linda Sprague of

Lake Country Title briefly discussed their qualifications and their company's bid. Motion by L. Thorpe, seconded by C. Mayer to accept the Northwoods Title bid of \$48.00 per parcel. Discussion. 3 voted yes, C. Rayala abstained from voting. Motion carried.

Investment of County Funds: Motion by C. Rayala and seconded by C. Mayer to approve the Treasurer's report. All voting aye, carried.

2009 Line Item Transfers – L. Treasurer: Motion by C. Rayala and seconded by L. Thorpe to approve the transfer of \$424.83 from the County Treasurer extra help line item #100.51520.131 to the tax roll supplies line item #100.51520.307. All voting aye, carried.

Approval of seminars and lodging: Motion by L. Thorpe and seconded by C. Rayala to approve Jerri Radtke attending the WCCO Spring Conference February 28 through March 3, 2010 in Madison. All voting aye, carried.

UPS Service: County Clerk Dave Alleman suggested that instead of charging a flat amount per package, it would be easier if the UPS weekly service charge of \$10 be funded as a fixed cost in his budget, as done with the postage meter. A line item transfer would have to be done to set up this new account. Motion by C. Mayer and seconded by C. Rayala to approve. Discussion. All voting aye, carried.

Employee Reimbursement Policy/Procedures: Dave Alleman and Marjorie Hiller mentioned that the problem they are having is if the voucher was not submitted to their committee before payroll, they are then sent back to the offices for committee approval. This has caused some voucher documentation being lost in the shuffle. The Clerk's Office is requesting that the Supervisor sign the voucher and that Finance Committee approves the vouchers. It was then suggested that the department should also make copies of these vouchers for the committees to approve and the copies are kept in that Department's office. Motion by L. Thorpe and seconded by C. Rayala to approve this new procedure. All voting aye, carried.

Unemployment Compensation Line Item: Marjorie Hiller informed the committee that the unemployment compensation account will be over by \$549.70. Dave Alleman informed the committee that he would like to pay this amount out of the 2010 budget. Motion by L. Thorpe and seconded by C. Rayala to approve. All voting aye, carried.

Status Report on Clerk of Courts Reconciliation/2009 Line Item Transfer: Received a letter from Clerk of Circuit Court Jean Numrich informing the committee that county auditor Jeffrey Cohen reviewed the bank reconciliation records and have found that the checkbook to CCAP balance has a variance of \$4.71. Reconciliations were made each month but not in the format that the auditors wanted to see. As to the CCAP trust report to checking account balance, Mr. Cohen has indicated that the variance is debit balances - amounts that were paid over to the county in one month and later returned to the parties by the court creating debit balances. The total of these balances is \$2,147.21 and suggests that a check is issued to the Clerk of Courts for deposit in her department account. Ms. Numrich is requesting approval to issue a check out of her 100.51210.358 Mediation fees line item to pay into this account. Motion by C. Rayala and seconded by C. Mayer to approve. All voting aye, carried.

Requesting Transfer from General Fund for the County Board Budget/Resolution: Motion by C. Rayala and seconded by C. Mayer to approve sending a resolution to County Board requesting the transfer from the general fund of \$15,497.23 to the County Board budget, in order to cover the shortage in travel and committee meeting line items. All voting aye, carried.

Out-of-State Training Request for Charles Rayala, TDA Fly In, Washington DC, March 10-11: Motion by L. Thorpe and seconded by C. Mayer to approve. 3 voted yes and C. Rayala abstained from voting. Motion carried.

Register of Deeds – New Scanner Request/Canon MS 300 Maintenance Agreement Renewal: Motion by C. Rayala and seconded by C. Mayer to approve the Register of Deeds office to purchase the new scanner and the renewal of the Canon MS300 maintenance agreement (which was all approved during the budget process). All voting aye, carried.

2009 Line Item Transfers: Motion by C. Rayala and seconded by L. Thorpe to approve the following line item transfers:

B. County Board – Transfer \$694.05 from the lodging line item #100.51101.329, \$466.40 from the county directory line item #100.51101.592, \$2,500.00 from the legislative consortium line item #100.51101.611 and \$1,025.92 from the publishing fees line item (a total of \$4,686.37) into the travel line item #100.51101.330; transfer \$636.32 from the Xerox line item #100.51101.312 and disburse \$1.00 to the meals line item #100.51101.328, \$60.30 to the telephone line item #100.51101.221, \$20.50 to the workers comp. line item #100.51101.756, \$118.00 to the miscellaneous line item #100.51101.599, \$426.52 to the county share FICA line item #100.51101.751; transfer \$1,634.40 from the board meetings line item #100.51101.101 to the committee meetings line item #100.51101.102; transfer \$424.00 from the NACO line item #100.51101.318 and \$444.00 from the postage line item #100.51101.311 (total of \$868.00) to the board dues line item #100.51101.319; transfer \$488.56 from the postage line item #100.51101.311 and disburse \$482.40 to the conventions, dues & meetings line item #100.51101.320 and \$6.16 to the meals line item #100.51101.328; transfer \$633.60 from the co. directory line item #100.51101.592 to the FICA line item #100.51101.751. All voting aye, carried.

C. Commission on Aging – transfer \$780.66 from the state elderly benefit specialist line item #260.54600.914 to the temporary personnel line item #260.54600.798.

E. Juvenile Intake - Transfer \$216.25 from the placement line item #100.51213.159 and disburse \$100.00 to the travel line #100.51213.330 and \$116.25 to the guardian ad litem line item #100.51213.144.

F. Land Records – Transfer \$410.00 from the land records line item #100.51735.874 to the land records grant account #100.51736.599.

G. Tax Listing Department – transfer \$65.00 from the assessor's supplies line item #100.51715.308 to the phone line item #100.51715.221 and transfer \$132.00 from the assessment roll line item #100.51715.306 to the supplies line item #100.51715.310.

I. Social Service – Transfer \$700.00 from the income maintenance training line item #230.54525.826 to the income maintenance space, phone & postage line item #230.54525.260; transfer \$2,250.00 from the admin travel & training line item #230.54500.270 to the admin space, phone and postage line item

#230.54500.266; transfer \$1,900.00 from the personal care training line item #230.54510.414 and \$1,900.00 from the cop supplies & equipment line item #230.54510.383 (a total of \$3,800.00) to the Cop operating line item #230.54510.377.

J. Zoning – Transfer \$352.81 from the maintenance of equipment line item #100.56401.240 to the supplies line item #100.56401.310.

K. Corporation Counsel – transfer \$27.23 from the telephone line item #100.51315.221 to the postage line item #100.51315.311.

All voting aye, carried.

Overtime Report: The overtime reports were reviewed and discussed.

Approval of seminars and lodging: Motion by C. Mayer and seconded by C. Rayala to approve Joan Hansen attending the WRDA and WCCO conferences March 1-3 in Madison. All voting aye, carried.

Future Meeting Dates: The next scheduled Finance meeting is Tuesday, February 16, 2010.

Motion by C. Rayala and seconded by L. Thorpe to adjourn. All voting aye, carried.

Meeting adjourned at 10:52 a.m.

Minutes reflect the recorders notations and are subject to approval by the appropriate board or committee.

Submitted by:

Marjorie Hiller