

Chair Kathleen Rushlow called the meeting of the Finance Committee at 8:31 a.m. on Friday, April 16, 2010, in conference room #2, at the Vilas County Courthouse, Eagle River, Wisconsin.

All meeting notices were properly posted.

The following members were present: Chair Kathleen Rushlow, Committee members Linda Thorpe, Steve Favorite, and Charles Rayala. Excused absence: Christopher Mayer. Also present: Erv Teichmiller, Lynn Probst from Human Service Center, County Treasurer Jerri Radtke, Register of Deeds Joan Hansen, Chief Deputy Joe Fath, IT Director Chris Kamps, County Clerk Dave Alleman and Finance Secretary Marjorie Hiller.

A motion was made by S. Favorite and seconded by C. Rayala 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 S. Favorite to approve the March 18, 2010 minutes. All voting aye, carried.

Approval of Bills and Payroll: Motion by L. Thorpe and seconded by C. Rayala to approve the bills from various departments and hold off on a reimbursement request for per diem and mileage for a Supreme Court District 16 Lawyer Regulation Committee meeting. All voting aye, carried. A motion was made by C. Rayala and seconded by L. Thorpe to approve the March 19th County Board, Courthouse, and Highway payrolls and the April 9th Courthouse and Highway payrolls. All voting aye, carried.

Human Service Report – Erv Teichmiller/Northwoods ADRC Planning Consortium: Mr. Teichmiller updated the committee on the status of the Northwoods ADRC Planning Consortium. Human Service Center Fiscal Agent Lynn Probst passed out and explained an unaudited 2009 revenue and expense report which indicates a surplus of \$83,070.55. Mr. Teichmiller would like this report passed out to all County Board members at the April 20, 2010 County Board meeting..

Investment of County Funds: Motion by L. Thorpe and seconded by C. Rayala to approve the Treasurers report. All voting aye, carried.

Departments Holding Checks Past 90 Days: Ms. Radtke explained to the committee that departments have been turning in vouchers for services before the work has been completed. County checks are only good for 90 days. The departments have the checks issued and then hold them in the department past the 90 day limit. This has caused problems in that these checks are no longer valid and must be re-issued and also created some 1099 correction issues. Motion by C. Rayala and seconded by L. Thorpe to have a memo sent to all departments indicating that work must be completed before checks will be issued; Checks must be cashed within 60 days or vouchers will have to be re-submitted for committee approval. All voting aye, carried.

Resolution Re: Designating the Priority in Which Payments Will be Applied toward Delinquent Taxes: The County Treasurer's Office is seeking to create a policy that will direct all money received for payments toward property taxes to be applied first toward the oldest outstanding taxes before being applied toward current amount, unless due to special circumstances by court order, such as bankruptcy, responsibility for payments of older outstanding taxes is legally separated from the responsibility for payment of current taxes. Ms. Radtke explained the resolution

that she is requesting to be sent to County Board for approval. Motion by C. Rayala and seconded by S. Favorite to approve this resolution and send it to the April 20, 2010 County Board meeting. All voting aye, carried.

Affidavit of Cancelled Tax Certificates: Ms. Radtke explained that pursuant to Wis. Stat. §75.20(1), tax certificates shall be void after 11 years following December 31, of the year in which such certificates were dated. Ms. Radtke presented an affidavit indicating six 1997 Tax certificates that will be cancelled for a total of \$151.48.

Resolution Re: Cancel 2008 and 2009 Taxes in the Town of Land O'Lakes: Jerri Radtke also submitted a resolution for county board approval cancelling 2008 and 2009 taxes on a parcel in the town of Land O'Lakes due to illegal assessment. Motion by C. Rayala and seconded by S. Favorite to approve this resolution and send it to the April 20, 2010 County Board meeting for full County Board approval. All voting aye, carried.

Resolution Re: Land Corner Restoration filing Fees: Register of Deeds Joan Hansen explained that currently their office charges the County Surveyor \$11.00 to file a land corner restoration document in their office. Many of the Register of Deeds in Wisconsin does not charge a filing fee for this type of document. With pending State legislation proposing to increase the filing/recording fee to \$25/\$30 for documents in her office, this would result in an unnecessary increase in the County Surveyors annual budget. Ms. Hansen is requesting approval on a resolution eliminating the fee for filing the County Surveyor's land corner restoration documents. Motion by S. Favorite and seconded by L. Thorpe to approve and to forward this resolution to the April 20, 2010 County Board meeting. All voting aye, carried.

SB507 and AB727 – Flat Fee/Social Security Number Redaction Legislation Update: Ms. Hansen updated the Committee in that the Assembly will probably be approving this assembly bill this month and discussed the required changes under SB 507. Ms. Hansen discussed her annual report update and this will be passed out at County Board.

Out-of-State Spillman Training for Chris Kamps: Chief Deputy Joe Fath discussed the Spillman training with the committee. There will be two people from the IT Department and two from the Sheriff's Department attending this training. Motion by C. Rayala and seconded by L. Thorpe to approve sending four people to the Spillman training in Utah and give permission to use the County Credit care for the purchase of airline tickets. All voting aye, carried.

Highway Capital Outlay Account: County Clerk Dave Alleman discussed with the committee the creation of a 920 capital project fund account for Co. Trunk M road construction for future 80-20 matching funds. The Highway Department will have to designate the amount to be transferred to this fund for this year and will be separate from the Highway fund. The committee is in agreement of having the Clerk set this fund up.

IT Budget – Fixed Asset Accounting: IT Director Chris Kamps appeared regarding her software and maintenance account. Mr. Alleman explained that in working with the fixed assets, her maintenance and software need to be sorted out. Her software, (if over the \$5,000 threshold) should be paid from capital equipment. Discussion. Ms. Kamps will indicate on her vouchers if it qualifies as a capital equipment or just a basic maintenance expense.

2010 Line Item Transfers – Social Services – Supportive Home Care Budget: Motion by S. Favorite and seconded by C. Rayala to approve the following line item transfers: Transfer \$2,400.00 from supportive home care line item #230.54515.367 and disburse \$810.00 to the substitute care line #230.54500.162, and \$1,590.00 to the Admin. & Overhead line item #230.54500.260. All voting aye, carried.

Overtime Report: The overtime report from March 26th and April 9th payrolls were reviewed.

(Kathleen Rushlow left the meeting at 11:02 a.m.).

Approval of Seminars and Lodging: Motion by S. Favorite and seconded by C. Rayala to approve the following seminars and lodging:

Dawn Halverson attending the Register in Probate Spring Educational conference in Wisconsin Dells May 19-21;

Glenna Davis attending the Victim/Witness conference in Waukesha May 19-21;

Joan Hansen attending the 2010 WRDA Summer seminar June 9-11 in Sturgeon Bay;

Pat Nielsen attending the Criminal History Record Information meeting in Wausau, April 14, 2010.

All voting aye, carried.

(Kathleen Rushlow returned at 11:06 a.m.).

Letters and Communications: None

Future Meeting Dates: The next scheduled Finance meeting is Friday, May 14th, 2010.

Motion by C. Rayala and seconded by S. Favorite to adjourn. All voting aye, carried.

Meeting adjourned at 11:10 a.m.

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

Submitted by:

Marjorie Hiller