

Chair Kathleen Rushlow called the meeting of the Finance committee at 8:30 a.m. on Monday, August 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, Linda L. Thorpe, Edward Bluthardt and Charles Rayala. Excused absence: Christopher Mayer. Also present were: County Board Supervisor Bob Egan, Chief Deputy Joe Fath, Sheriff's Confidential Secretary Carol Krebs, Emergency Government Director Jim Galloway, Lieutenant Gary Peske, County Treasurer Jerri Radtke, Brad Viegut of Baird & Company, Register of Deeds Joan Hansen, GIS Coordinator/Land Information Officer, County Clerk Dave Alleman and Finance Secretary Marjorie Hiller.

A motion was made by L. Thorpe 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 C. Rayala and seconded by E. Bluthardt to approve the July 16, 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 the various departments. All voting aye, carried. A motion was made by L. Thorpe and seconded by C. Rayala to approve the July 20<sup>th</sup> County Board Payroll, and the Courthouse and Highway July 30<sup>th</sup> and August 13<sup>th</sup>, 2010 payrolls. All voting aye, carried.

**Resolutions re: Transfer from General Fund to Tourism budget and Sheriff Budgets Due to 2009 Audit Entry:** A motion was made by C. Rayala and seconded by E. Bluthardt to approve these two resolutions and send them to the August County Board meeting. All voting aye, carried.

**Sheriff's Department - Wright Fleet Card:** Joe Fath informed the committee that the Sheriff's Department is basically using the Wright Fleet card for out-of-county expenses and obtaining their fuel at the Highway Department for in-county refueling.

**Credit Card Policy/Handbook/Policy Formulation:** Mr. Bluthardt explained that he would like to see a county policy handbook that lists all the county policies. The Corporation Counsel should investigate this and bring back to the next Finance meeting.

**Code Red Service Budgetary Line Item:** Emergency Government Director, Jim Galloway explained that due to a very busy warning year there are only 7,522 minutes left through Code Red for the remainder of the year. Additional minutes are available at \$.33 per minute or you can obtain additional service for a flat rate of \$5,000.00 per year. Therefore, this would be an annual commitment of \$15,000.00. A motion was made by E. Bluthardt and seconded by L. Thorpe to approve trying this new additional service for the completion of this year. Discussion. The motion was amended to approve trying this new service for the completion of this year and funding would be by line item transfers from the Sheriff and Communications budgets capping the amount up to \$2,000.00. All voting aye, carried.

**Budget Instructions:** Motion by E. Bluthardt to approve the Budget Instructions mandating a minimum 5% reduction from the 2010 approved expense levels. C. Rayala seconded the motion. Discussion. All voting aye, carried.

**Brad Viegut – Robert W. Baird & Co. – Financing – Building Project:** Brad Viegut of Robert W. Baird & Company presented several examples of ten year financing plan scenarios using a figure of \$9.1 million

for the Building project. Interest rates are presently at 1.99%. This information should be forwarded to the Samuels Group.

**Investment of County Funds:** County Treasurer Jerri Radtke presented her finance report for July 2010. Motion by E. Bluthardt to approve. L. Thorpe seconded the motion. All voting aye, carried.

**Loan Policy:** Tabled for the next meeting.

**Joan Hansen, Register of Deeds – 2011 and 2012 Budget Projects – Requirement by law to have Public Records Available on Internet:** Register of Deeds Joan Hansen presented the immediate need to comply with Wisconsin Act 314, which mandates that recorded documents be made available for public review and purchase on the Internet. She estimated that it would cost between \$11,700.00 and \$20,000.00 to purchase, install and configure the necessary software to accomplish this task. Retained fees will fund the purchase and the annual maintenance fees. Ms. Hansen would like to split the cost of this project through Land Records, County Treasurer's and the Register of Deeds regular budgets. This will need to be submitted by resolution to the September County Board meeting as a special project.

**Request for Additional Funds – Courthouse Site Engineering Budget – Resolution to County Board:** A motion was made by C. Rayala and seconded by L. Thorpe, to approve the resolution for the transfer of \$10,000.00 from the general fund to the Outlay CH Expansion Design Account to cover the costs of two additional soil borings, and that this resolution be forwarded to the August 27<sup>th</sup>, 2010 County Board meeting. All voting aye, carried.

**Human Service Report – Erv Teichmiller/Northwoods ADRC Planning Consortium:** (Mr. Teichmiller was not able to attend today's meeting.)

**Out of State Travel – Kelly Haverkamp – Annual Pegasus Communications Conference – November 7-10 in Boston, MA:** Motion by E. Bluthardt and seconded by C. Rayala to approve. All voting aye, except Linda Thorpe. Motion carried.

**Line Item Transfer – Juvenile Intake:** Motion by C. Rayala and seconded by E. Bluthardt to approve the following line item transfer: Transfer \$1,000.00 from the Juvenile Placement line item #100.51213.159 to the Special Prosecutor, Guardian Litem line item #100.51213.144. All voting aye, carried.

**Overtime Report:** The overtime report was reviewed and discussed.

**Approval of Seminars and Lodging:** Motion by E. Bluthardt and seconded by C. Rayala to approve the following seminars and lodging:

Dawn Halverson to attend the Register in Probate Annual Fall Educational Conference in Sturgeon Bay on September 8-10;

Family Court Commissioner Calvin Burton to attend the Fall Wisconsin Family Court Commissioners Association meeting September 23-24 in Hayward; and

Assistant District Attorney David E. Breedlove to attend the 2010 SPET Fall Conference in Middleton October 20-22.

All voting aye, carried.

**Letters and Communications:** County Clerk Dave Alleman passed out the 2010 County Equalization report.

**Future Meeting Dates:** The next scheduled Finance Committee will be on Thursday, September 16, 2010.

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

Meeting adjourned at 11:57 a.m.

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

Submitted by:

Marjorie Hiller