

Chair Kathleen Rushlow called the meeting of the Finance Committee at 8:34 a.m. on Thursday, September 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, Vice Chair Christopher Mayer, Linda L. Thorpe, Edward Bluthardt, and Charles Rayala. Also present were: Register of Deeds Joan Hansen, County Treasurer Jerri Radtke, Corporation Counsel Martha Milanowski, Social Services Director Kate Gardner, United Way's 2-1-1 Program Director Julie Grip, Emergency Government Director Jim Galloway, District Attorney Al Moustakis, Lieutenant Gary Peske, Invasive Species Coordinator Ted Ritter, County Clerk Dave Alleman, and Finance Secretary Marjorie Hiller.

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 E. Bluthardt to approve the August 16, 2010 minutes. All voting aye, carried.

**Approval of Bills and Payroll:** Motion by C. Rayala and seconded by L. Thorpe to approve the bills from the various departments. All voting aye, carried. A motion was made by C. Mayer and seconded by L. Thorpe to approve the August 18<sup>th</sup> County Board payroll and the Courthouse and Highway August 24<sup>th</sup> and September 10<sup>th</sup>, 2010 payrolls. All voting aye, carried.

**Line Item Transfers – Co. Treasurer, Communications to Code Red, and the Veteran Service Office Budgets:** Motion by C. Rayala and seconded by L. Thorpe to approve the following line item transfers:

Treasurer's Office – transfer \$200.00 from the extra help line item #100.51520.131 to the Professional Services line item #100.51520.210;

Communications – transfer \$1,666.66 from the Communications System Maintenance line item #100.52800.240 to the Code Red line item #100.52810.629; and

Veteran Service – transfer \$300.00 from the Travel line item #100.54705.330 to the Postage line item #100.54705.311.

All voting aye, carried.

**Joan Hansen, Register of Deeds/Jerri Radtke, Co. Treasurer – Resolution Re: Software and Configuration Project for Internet Access to Vilas County Public Records:** Motion by L. Thorpe and seconded by C. Rayala to approve the resolution implementing this project in 2011 and forward this resolution to the September 21, 2010, County Board for full County Board approval. All voting aye, carried.

**Investment of County Funds:** County Treasurer Jerri Radtke presented her financial report for August 2010. Motion by C. Mayer to approve. L. Thorpe seconded the motion. Discussion. All voting aye, carried.

**Approval of Seminars and Lodging:** Motion by C. Rayala and seconded by L. Thorpe to approve Jerri Radtke attending the WCTA Fall Conference in Barron County October 6-8 and the upcoming district meeting in Rhinelander (date to be determined). All voting aye, carried.

**Lending Policy:** Corporation Counsel Martha Milanowski presented a draft of a lending policy that she received from Bob Egan. She reviewed the policy and listed her comments about each paragraph on the side of the document. She mentioned that the county needs some type of tangible criteria for conduit loans etc., to private citizens. Economic Development would administer the loan Program, but the committee needs to discuss application, policy and loan documents with them. Motion by C. Rayala and seconded by L. Thorpe to table this until the October 15<sup>th</sup> Finance Committee meeting for discussion with the Economic Development Director and Bob Egan. All voting aye, carried.

**Credit Card Policy/Policy Handbook/Policy Formulation:** A county policy handbook was discussed with the Corporation Counsel. Mr. Bluthardt was mentioning that he would like to see all the policies be in a special binder for all County Board members. Options would be having policies on allshare for the internal departments, the county website, or a separate policy binder/cd. County Clerk Dave Alleman mentioned that he would budget for this in next year's County Clerk Budget.

**Resolution Authorizing Hiring of Outside Counsel and Transfer from General Fund for Legal Fees (Cira/Weismann v. Vilas County/Highway Department et.al):** The Corporation Counsel mentioned that a lawsuit was filed in Vilas County Circuit Court against Vilas County in connection with past storage of road salt at the old highway shop in Boulder Junction. Due to pollution exclusion in Vilas County's insurance policy with Wisconsin County Mutual, the Executive, Ethics and Insurance Committee recommends the hiring of outside legal counsel to handle the County's defense. They are requesting a transfer from the General Fund of \$10,000.00 to cover the initial costs of the County's defense, as this cost was not previously budgeted. Motion by C. Rayala and seconded by C. Mayer to approve the resolution and send to the September 21st County Board meeting for full county board approval. All voting aye, carried.

**Funding of 2-1-1 System:** Social Service Director Kate Gardner, Emergency Government Director Jim Galloway, and United Way's 2-1-1 Program Director Julie Grip appeared regarding the 211 services continuing for Vilas County residents in 2011. Ms. Grip mentioned that United Way's 2-1-1 have been providing free and confidential community information and referral services for Vilas County since March 2010. Residents looking for help with personal or family matters can contact 2-1-1. Mr. Galloway mentioned how it has helped the Sheriff's Department as well as other departments in the county.

United Way of Marathon County must secure funding from public and private sources for 2011 and beyond. The county's support is critical to the program's ability to continue

to serve Vilas County residents. They are requesting that Vilas County consider a grant of \$11,000 toward 2-1-1 operations for 2011. The committee will take this into consideration during budget preparation next month.

**State Trust Fund Loan Application for Courthouse & Justice Center Phone System:**

County Clerk Dave Alleman updated the committee on the State Trust Fund Loan application. The application has been approved by the State's Loan Committee and has been forwarded to the Office of the Attorney General for legal review. Loan proceeds will be available to the County for four months from the date of the loan's final approval.

**2011 County Board Budget:** The Committee reviewed the County Board budget and looked for ways to decrease their budget by 5%. By decreasing the Committee meetings and Travel line items by \$3,100 each and removing the \$1,250 appropriation for the Legislative Consortium, they would achieve the 5% decrease. Motion by E. Bluthardt and seconded by L. Thorpe to approve the above decreases and submit the 2011 budget at \$141, 250.60. All voting aye, carried.

**2011 Restorative Justice Budget:** Motion by E. Bluthardt, and seconded by L. Thorpe to decrease this budget by 5% also, therefore submitting a budget amount of \$16,875.00 for 2011. All voting aye, carried.

**Overtime Report – Discussion with Sheriff's Department:** Lieutenant Gary Peske appeared and discussed the overtime report due to the Sheriff, Chief Deputy and the Captain attending another meeting regarding interviews for a Deputy Sheriff Eligibility list. A separate report from July 1 to September 15<sup>th</sup>, 2010 was submitted by the Sheriff's Department. The reports include a detail by employee for overtime worked with a comment section that identified what the overtime was related to. Mr. Peske mentioned that the Department is down by three Deputies and that the month of July is normally a very heavy month for overtime usage. The Committee reviewed the report.

**District Attorney – Al Moustakis – Request to Change Part-time Position to Full-Time Position:** District Attorney Al Moustakis appeared and is requesting to change his part time legal secretary to a full time position due to the heavy workload in his office. Motion by E. Bluthardt and seconded by K. Rushlow to have Mr. Moustakis bring back a resolution to the next Finance Committee meeting requesting this change. Discussion. All voting aye, carried.

**Resolution Re: Payroll, Benefits & Accounts Payable Coordinator Vacancy:** Ms. Rushlow mentioned that Ms. Hiller will be retiring as of 12/31/10. Ms. Rushlow mentioned that she would like to further discuss the job description in closed session at the October 15<sup>th</sup> Finance Committee meeting. Motion by L. Thorpe and seconded by C. Rayala to submit a resolution and the draft job description attached, to the September 21<sup>st</sup> County Board meeting to start the process of hire. Discussion. All voting aye, carried.

**Discuss Duties of Vilas County Committees in Standing Rules:** Motion by c. Rayala and seconded by E. Bluthardt to discuss this agenda item at the October 15, 2010 Finance Committee meeting. All voting aye, carried.

**Human Service Report – Erv Tieichmiller/Northwoods ADRC Planning Consortium:** No report submitted.

**Out-of-State Travel Approval for Ted Ritter to Attend and Speak at the Minnesota/Wisconsin Invasive Species Conference in St. Paul, MN from November 8-10, 2010:** Ted Ritter appeared regarding his out-of-state request to attend the Invasive Species conference in St. Paul, Minnesota. Total cost would be no more than \$600 and there is money in the budget to cover this cost. Motion by E. Bluthardt, seconded by L. Thorpe to approve, but costs are not to exceed \$600.00 as presented. All voting aye, carried.

**Approval of Seminars and Lodging:** Motion by L. Thorpe and seconded by K. Rushlow to approve District Attorney Al Moustakis attending the 2010 Mid-Wisconsin Law Enforcement Symposium conference in Green Lake September 7-10, 2010. All voting aye, carried.

Motion by C. Rayala and seconded by L. Thorpe to approve Register of Deeds Joan Hansen to attend the WRDA Fall Conference and Educational seminar at The Pointe in Minocqua, October 6-8, 2010. All voting aye, carried.

**Letters and Communications:** None.

**Future Meeting Dates:** The next scheduled Finance Committee meeting is Friday, October 15, 2010 and the Budget Meetings are scheduled for Monday, October 18 and Tuesday October 19, 2010.

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

Meeting adjourned at 11:47 a.m.

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

Submitted by:

Marjorie Hiller