

Chair Kathleen Rushlow called the meeting of the Finance Committee at 8:30 a.m. on Tuesday, December 15, 2009, in conference room #2, at the Vilas County Courthouse, Eagle River, Wisconsin.

All meeting notices were properly posted.

The following persons were present: Chair Kathleen Rushlow, Vice Chair Christopher Mayer, Linda Thorpe, Steve Favorite, Charles Rayala, Erv Teichmiller, Highway Commissioner Jim Fischer, Highway Bookkeeper Tom Numrich, County Treasurer Jerri Radtke, Public Health Director Gina Egan, County Clerk Dave Alleman, and Finance Secretary Marjorie Hiller.

A motion was made by C. Rayala and seconded by S. Favorite 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 November 17, 2009 minutes. All voting aye, carried.

Approval of Bills and Payroll: After reviewing the bills, it was mentioned that a memo should be sent to all departments informing them that business cards should be obtained in house. Discussion on a Public Health citizen member mileage. The mileage should be at 91.5 miles per meeting as per Mapquest. Motion by S. Favorite and seconded by C. Mayer to approve the bills. All voting aye, carried. Motion by C. Mayer and seconded by C. Rayala to approve the County Board, Courthouse and Highway November 20th payrolls and the Courthouse and Highway December 4th payrolls. All voting aye, carried.

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

2009 Line Item Transfers: A motion was made by C. Rayala and seconded by L. Thorpe the following line item transfers:

- a. County Clerk – Transfer \$519.32 from Election supplies line item #100.51440.310 to the County Clerk supplies line item #100.51420.310;
- b. Communications System Maintenance – transfer \$4,226.78 from the maintenance of equipment line item #100.52800.240 and disburse \$3,226.78 to the telephone line item #100.52800.221 and \$1,000.00 to the tower site utilities line item #100.52800.222; and transfer \$395.00 from the snow removal line item #100.52800.254 and \$157.68 from the miscellaneous line item #100.52800.599 to the maintenance of equipment line item #100.52800.240;
- c. District Attorney – transfer \$31.80 from the transcripts line item #100.51310.245 to the library materials line item #100.51310.345;
- e. General Building & Plant – transfer \$475.00 from the waste disposal line item #100.51600.343 and disburse \$175.00 to the telephone line item #100.51600.221 and \$300.00 to the clean towel line item #100.51600.253; transfer \$3,000.00 from the snow removal line item #100.51600.254 to the supplies line item #100.51600.310; transfer

- \$1,774.00 from the contractual service line item #100.51600.409 to the jail maintenance line item #100.51600.354;
- f. Highway Department – transfer \$41,000.00 from the county routine maintenance line item #200.53311.375 and \$129,000.00 from the construction line item #200.53318.375 to the equipment acquisition line item #200.18510;
 - g. Juvenile Intake – transfer \$1,000.00 from the psychological evaluation line item #10051213.211 and \$175.00 from the transcripts line item #100.51213.245 to the court appointed counsel line item #100.51213.359; transfer \$100.00 from the capital juvenile intake capital equipment line item #10051213.810 to the juvenile intake outlay capital equipment line item #100.57202.810;
 - h. Land Information/Mapping – transfer \$300.00 from the supplies line item #100.51730.310 to the vehicle expense line item #100.5173.395;
 - i. Sheriff & Jail Budgets – transfer \$16,588.89 from the sheriff auto expense line item #100.52101.395 and disburse \$4,500.00 to the outlay radio line item #100.55762.233, \$4,998.00 to the range expense line item #100.52101.303 and \$7,090.89 to the hardware software outlay line item #100.57193.810; transfer \$2,620.00 from the sheriff supplies line item #100.52101.310 and disburse \$20.00 to the testing & promotions line item #100.52101.392 and \$2,600.00 to the equipment line item #100.52101.810; transfer \$5,000.00 from the jail medical line item #100.52701.216 and \$5,000.00 from the meal expense line item #100.52701.153 to the jail overtime line item #100.52701.153; transfer \$5,000.00 from the process fees paid out line item #100.52701.431 and disburse \$3,000.00 to the supplies line item #100.52701.310 and \$2,000.00 to the electronic monitoring line item #100.52701.398;
 - j. Land & Water Conservation – transfer \$800.00 from the lake project line item #100.56107.258 to the WLWCA Dues line item #100.56107.837;
 - k. Loss Control/Emergency Management – transfer \$300.00 from the loss control miscellaneous expense line item #100.51104.599 to the Xerox line item #100.52600.312;
 - l. Property & Liability Insurance – transfer \$12,000.00 from the worker's comp contingency line item #100.51930.511 to the Liability insurance line item #100.51930.513; and transfer \$39.99 from the property & casualty insurance line item #100.51930.510 to the boiler insurance line item #100.51930.514;
 - m. Social Service Substitute Care – transfer \$48,000.00 from the corrections line item #230.54515.185 and \$30,000.00 from the IV-E Grant line item #230.54515.263 and disburse to the substitute care line item #230.54515.187;
 - n. Tourism – transfer \$2,712.00 from the postage line item #100.55625.311 to the county promo expense line item #100.55625.326;
 - o. Treasurer – transfer \$915.63 from the tax roll supplies line item #100.51520.307 and \$10.37 from the tax receipts line item #100.51520.305 and disburse to the tax envelopes line item #100.51520.304;
 - p. Veteran Service – transfer \$300.00 from the setting grave markers line item #100.54705.255 and disburse \$100.00 to the telephone line item #100.54705.221, \$50.00 to the postage line item #100.54705.311 and \$150.00 to the travel line item #100.54705.330;
 - q. Economic Development – (None).

Discussion. All voting aye, carried.

Human Service Report: Erv Teichmiller discussed the September 2009 income and expense report with the Finance Committee.

Telephone, Central Supply, Postage and Freight Balance Sheet Accounts: County Clerk Dave Alleman reported that Ms. Hiller reviewed the past three months telephone bills and found that this account is paying for charges for the Sheriff, Forestry and Highway Departments. These departments are not being charged, therefore, it accumulates approximately \$7,000.00 to \$10,000.00 a year. Starting in 2010, the above departments will have to be charged for their charges on our phone bills.

The central supply account balance is still from the early 2000's when there was a central supply. This account is no longer used.

The postage account has a balance, due to the remaining postage in the machine at the end of the year. Postage from sending tax bills are also credited in the following year. A resolution would be necessary to write these balances off. This will be further discussed in 2010.

UPS Service: The United Parcel liability account has a balance due to the service fee increasing to \$18.00 a week. Each department is being charged \$1.00 per package extra for these service fees (Tourism Department - \$.50 per package. However, due to the number packages decreasing, the extra fee does not cover the weekly service charges. In 2010, the fees are increasing to \$20.00 per week for daily pickup. Ms. Hiller explained different service fee options that will be available starting January 4, 2010. The committee feels that we should go to the UPS Smart Pickup option which is at a \$10.00 flat weekly rate and charge \$2.00 per package for all departments.

Finance Committee – Standing Rules: The committee reviewed the standing rules and will remain status quo.

Resolution Re: Hiring of Sequoia Consulting Group for Indirect Cost Audit for 5 years/Sequoia 2008 Indirect Cost Audit: Dave Alleman briefly discussed the findings of the Sequoia 2008 Indirect Cost Audit. Due to signing a five year contract with Sequoia at a total cost of \$19,325.00, (\$3,865.00 per year), a resolution needs to be approved by County Board. Motion by C. Mayer and seconded by C. Rayala to approve sending the resolution to the January 19th, 2010 County Board meeting for approval. All voting aye, carried.

Letters and Communications: Dave Alleman presented a status report from Jeff Cohen on the requested assistance reconciling cash for Clerk of Courts and County Clerk. The payment to the Clerk of Courts department account will be put on next month's agenda.

Resolution Re: Borrowing from General Fund for Telephone System: Motion by S. Favorite and seconded by C. Mayer to approve sending this resolution to County Board and have Public Property look into RFP's for this project. Discussion. All voting aye, carried.

Forestry Department Map Fee Schedule: The new Forestry Map Fee Schedules were discussed. A motion by C. Rayala and seconded by S. Favorite to approve. All voting aye, carried.

Request to Carryover Remaining Funds in the Outlay-Vilas/Oneida Interoperability and Backup Project Account to 2010: The Vilas-Oneida interoperability and backup project will not be entirely completed by December 31st, 2009 and the Law Enforcement Committee is requesting that these remaining funds be carried over to the 2010 budget. A motion by C. Rayala and seconded by C. Mayer to approve. All voting aye, carried.

Animal Shelter Payments – Gina Egan: Gina Egan appeared regarding the contract payment with the Vilas County Humane Society. The contract reads that the County would pay them \$2,500.00 and the Humane Society has sent a bill for that amount. A line item transfer will probably have to be submitted next month to cover some of this cost.

Approval of Seminars and Lodging: A motion by L. Thorpe and seconded by S. Favorite to approve two Deputy Coroners attending the Wisconsin Coroner's and Medical Examiners Association winter conference January 11-13 in Rothschild. All voting aye, carried.

Overtime Report: The overtime reports were reviewed and discussed.

Future Meeting Dates: The next scheduled Finance meeting is Friday, January 15, 2010.

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

Meeting adjourned at 11:18 a.m.

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

Submitted by:

Marjorie Hiller