

Chair Kathleen Rushlow called the meeting of the Finance Committee at 8:35 a.m. on Wednesday, December 15, 2010, in conference room #2, at the Vilas County Courthouse, Eagle River, Wisconsin.

The following members were present: Chair Kathleen Rushlow, Vice Chair Christopher Mayer, Linda L. Thorpe, and Charles Rayala. Also present were: County Treasurer Jerri Radtke, County Clerk Dave Alleman, Martha Milanowski, Barb Gibson, Becky Nordine, Sherry Bierman, Chris Kamps, and Kris Duening.

Motion by Linda Thorpe, seconded by Charles Rayala to approve the agenda to be discussed in any order at the discretion of the Chair. All voting aye. Carried.

Motion by Charles Rayala, seconded by Linda Thorpe to approve the previous. All voting aye. Carried.

Edward Bluthardt arrived at the meeting at 8:39 a.m.

**Approval of Bills and Payroll:** Motion by Charles Rayala, seconded by Ed Bluthardt to approve the bills from the various departments. All voting aye. Carried. Motion by Charles Rayala, seconded by Ed Bluthardt to approve all payroll vouchers from the previous Finance meeting. All voting aye. Carried.

The Committee discussed the cost of renting cars for traveling to training. Sue Richmond appeared before the Committee to discuss a bill presented by the Commission on Aging. The Committee recommends that Mr. Fortman get permission to rent a vehicle and have it stated in the Commission on Aging minutes. The Committee asked the County Clerk's Office to look into getting an account with a local rental car company.

**AS400 Address Changes (Physical & Mailing) for Property Taxes** – Ms. Radtke explained their needs to be continuity of addresses in the AS400 system. The system has two separate addresses the physical address of the property and the mailing address for tax bill purposes. Physical addresses are done by the Tax Listing office by statute and the mailing address is done by the Treasurer's Office. It was recommended tracking changes of addresses. The Committee suggested creating a procedure book on changing addresses in the AS400. Ms. Milanowski recommended that the Land Records Committee handle this matter because they are the oversight Committee for the Tax Listing and Mapping Department.

**Investment of County Funds:** County Treasurer Jerri Radtke presented her financial report for November 2010. Motion by Chris Mayer, seconded by Charles Rayala to approve her report. All voting aye. Carried.

**Highway Department Sinking Fund:** Dave Alleman, County Clerk, received an email from Jon Trautman regarding the Highway Department Sinking fund. It is recommended that Capital Improvements be used for the purpose of a sinking fund and budget accordingly.

**Discuss Duties of Vilas County Committees in Standing Rules:** The Committee discussed a Car Rental Policy being added to the Standing Rules. Insurance issues were discussed. The Committee also asked the Corporation Counsel to look into policies from other Counties.

**Letters and Communications** – Committee discussed a letter from Social Services regarding overages in Salary line items due to retirement. The Committee would like to see a budget work sheet from the other departments with retirements.

Dave Alleman discussed cash reconciliation and how Jeff Cohen at the beginning of December.

**Out of State Travel** – Jim Fischer requested to attend NACE national Conference in Minneapolis on April 17 – 21, 2011. This matter will be discussed at the next meeting. Mr. Rayala will let the Chairman of Highway know of this meeting.

Charles Rayala requested to attend the Transportation Development Association meeting in Washington, DC March 30 & 31, 2011. Motion by Chris Mayer, seconded by Linda Thorpe to approve this travel to Washington, DC. All voting aye except Charles Rayala who abstained. Carried.

**Conference Meeting Calls** – A question was asked regarding per diem with on conference calls or an on-line work shop. The Committee felt that proof would be needed and that would include an agenda and minutes. This will be brought up at the next County Board meeting and Finance Committee.

**Line Item Transfers:** Motion by Charles Rayala, seconded by Linda Thorpe to approve the following line item transfers:

- a. General Building & Maintenance Outlays – Transfer \$457.66 from the Forestry maintenance line item #100.51600.389 - \$300.00 to Kitchen Maintenance line item #100.51600.353 and \$157.66 to Telephone line item 100.51600.221; Transfer \$1,500.00 from Snow Removal 100.51600.254, \$1,000 from Jail Maintenance 100.51600.354 and \$4,500.00 Outlay- JC Garage Floor Repair 100.57149.381 to Boiler Maintenance 100.51600.408;
- b. Emergency Management – Transfer \$300.00 from the Training 100.52600.393 to Telephone 100.52600.
- c. Jail – Transfer \$500.00 from Jail Process Fee Paid Out 100.52701.431 to Supplies 100.52701.310;
- d. Solid Waste – Transfer \$180.00 from Recycling Grant Town Expense 100.56201.897 to Postage 100.56201.310;
- e. Land & Water Conservation – Transfer \$9.06 from DATCP Support 100.56107.237 to Seminars & Meetings 100.56107.357;
- f. Veterans Service – Transfer \$500.00 from Travel 100.54705.330 to Supplies & Equipment 100.54705.310; The Committee informed the Mr. Jensen that letterhead has been set up in the Allshare for each department to use. They also suggested that he contact Chris Kamps for the cost of a new copier/fax/printer because the one that was given to the department is to expense to operated.

All voting aye. Carried.

**Overtime Report:** The overtime report was reviewed. Motion by Ed Bluthardt, seconded by Linda Thorpe to approve the report. All voting aye. Carried.

**Approval of Seminars and Lodging:** None

**Future Meeting Dates:** The next scheduled regular Finance Committee meeting is Monday, January 17, 2011

Motion by Charles Rayala, seconded by Chris Mayer to adjourn at 11:03. All voting aye. Carried.

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

Submitted by: Kris Duening