

Meeting was called to order by Chairman Kathleen Rushlow at 8:35 A.M., at the Vilas County Courthouse, Conference Room 2, Eagle River, Wisconsin.

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

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

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

Chris Mayer arrived at the meeting at 8:38 a.m.

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

**ADRC Update** – Joe Fortmann and Erv Teichmiller gave an update of the ADRC plan. A draft resolution was presented but has not been finalized. Oneida County will be the fiscal agent for Vilas County. The program will require approximately 1 ½ people to perform these duties and it will be an off-site location. There will be five counties and 3 tribes involved in this program. Joe Fortmann was instructed to give Kris Duening any revisions to the agreement and the audit report, when available. This item will be placed on the next agenda.

**Approval of Bills and Payroll:** Motion by Linda Thorpe, seconded by Chris Mayer to approve the bills from the various departments. Discussion. A letter will be sent to Dennis Nielsen and Kelly Moran regarding having itemized receipts on their expense vouchers. All voting aye. Carried. Motion by Chris Mayer, seconded by Charles Rayala to approve all payroll vouchers from January 13, 14, 20 for the Courthouse, Highway and County Board. All voting aye. Carried.

**AS400 Address Changes (Physical & Mailing) for Property Taxes** – The Land Records Committee met. As of this date, no changes have been made. The Treasurer's office will change any mailing addresses and the Tax Listing Department will handle any physical addressing changes.

**AS400 Disclaimer In-House System** – Ms. Radtke explained that when customers ask for searches they stamp a disclaimer stating "The information in this statement shall not be binding upon Vilas County. According to Wis. Statutes, you are entitled to examine our records and verify this information." This disclaimer is on the public monitors in the Register of Deeds and now the Tax Listing Department will do the same.

**Resolution – Cancellation of 2010 Taxes** – Motion by Charles Rayala, seconded by Chris Mayer forward this resolution to the January County Board meeting. All voting aye. Carried.

**2007 Tax Foreclosure Contract** – Ms. Radtke explained that in the past a service contract has not been done with the title company doing the work. Motion by Charles Rayala, seconded by Linda Thorpe to approve Ms. Radtke taking this contract to the Corporation Counsel for review. All voting aye. Carried. Currently, only one title company submitted a bid for \$50.00 per parcel and last year it was \$48.00. There will also be a \$10.00 special assessment and the cost of postage and a portion equally divided for publication fees. This year there are 241 parcels and last year there were 196.

**Resolution – Cancellation of Outstanding Checks** – Motion by Charles Rayala, seconded by Chris Mayer to approve this resolution and send to the January County Board meeting. All voting aye. Carried.

**Resolution – Budget Increase Amendment** – 2011 Budget Revenue – Mr. Alleman appeared before the Committee to discuss this resolution. When the budget was presented to the County Board in November, a revenue line was left out of the Commission on Aging budget and is an active line. Motion by Chris Mayer, seconded by Charles Rayala to approve this resolution and present it to the January County Board meeting. All voting aye. Carried.

**Maintenance Contract Coverage for Microscanner and Scanner – Register of Deeds** – Motion by Charles Rayala, seconded by Linda Thorpe to approve this yearly contract. All voting aye. Carried.

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

- a. Social Services – See attached list

Motion by Charles Rayala, seconded by Chris Mayer to approve these transfers:

- b. County Board and Special Accounting & Auditing – Transfer \$8,252.90 from Outlay – CH Expansion Design 100.57254.820 - \$2,150.50 to County Board Professional Services line and \$6,102.90 to Special Accounting & Auditing 100.51351.213;
- c. Public Health – Transfer \$81.00 from the CLIA 100.54100.699 to Employee Recognition 100.54100.227;
- d. Treasurer – Transfer \$360.00 from Tax Receipts 100.51520.305 to Professional Services 100.51520.210; Transfer \$800.00 from Extra Help 100.51520.131 to Professional Services 100.51520.210;
- e. Employee Safety Committee – Transfer \$200.00 from Training 100.51104.393 to Xerox 100.51104.312;
- f. Forestry – Transfer \$100.76 from Conservation Panfishing Piers 100.56104.248 to Forestry Travel 100.56103.330;
- g. Sheriff Dept – Transfer \$4,353.21500.00 from Sheriff Equipment 100.2101.810 to Telephone 100.52101.221;

All voting aye. Carried.

The Committee also discussed departments that will be over budget due to retirement. Motion by Chris Mayer, seconded by Charlie Rayala to submit one resolution to the March County Board meeting to include all budgets what will be over due to retirement. All voting aye. Carried.

**Overtime Report:** The overtime report was not presented at this time, but be at the next meeting.

**Auditor Recommendation to Amend Account Numbers** – The Auditors were in the building today and were introduced to the Committee. The Committee discussed with them the whether there was a need for the history of an account line to be transferred when renumbering accounts to state specifications. It will cost a minimum of \$2,000 to do this for the Public Health revenues. Jay McMahon, County Auditor, suggested just keeping track of these numbers for history of the account. This will be discussed at the next meeting.

**Approval of Seminars and Lodging** – Motion by Charles Rayala, seconded by Chris Mayer to approve the following out of county travel:

Joan Hansen – Attending the Wisconsin Register of Deeds District meeting on February 3, 2011 in Shawano County and the Wisconsin Register of Deeds Association and Wisconsin Constitutional Officers Conference in Madison, February 28 – March 2, 2011 with a cost not to exceed \$619.09

Dave Alleman – Attending the Wisconsin Constitutional Officers Conference in Madison February 28 – March 2, 2011.

Lynn Bybee – Attending Election training in Rice Lake, February 1 – 2, 2011.

All voting aye. Carried.

**Courthouse Invoice Procedure** – Mr. Alleman discussed with the Committee our current voucher process. The County Clerk's Office would like to change the voucher so that it is easier to read without having to flip the pages. The Committee gave Mr. Alleman permission to travel to Langlade County to see their process.

**WCA Letter – Taxation of Lands held by Tribal Members** – The Committee discussed the letter received from the WCA. The Committee asked Ms. Radtke to check with the assessors to see how much land and taxes have been exempt to tribal members living off of the reservation.

**Letters and Communications** – A letter was received from Baker Tilly Virchow Krause, LLP regarding assisting Vilas County for addressing potential options for budget reduction and enhanced service deliver efficiency. The Committee would like the organization to come to the February or March meeting.

**Future Meeting Dates:** The next scheduled regular Finance Committee meeting is February 16, 2011.

Motion by Charles Rayala, seconded by Chris Mayer to adjourn at 11:39. All voting aye. Carried.

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

Submitted by: Kris Duening