

Finance Committee

June 17, 2011

Meeting was called to order by Vice Chairman Ed Bluthardt at 8:30 A.M., at the Vilas County Courthouse, Conference Room 2, Eagle River, Wisconsin.

The following members were present: Vice Chair Ed Bluthardt, Linda L. Thorpe, Jim Behling, and Charles Rayala. Excused absence: Chair Chris Mayer, Also present were: County Clerk Dave Alleman, 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 Charles Rayala, seconded by Linda Thorpe to approve the previous minutes. All voting aye on the amendment. Carried.

Approval of Bills and Payroll: Motion by Linda Thorpe, seconded by Charles Rayala to approve the bills from the various departments and send a letter to Adam Grassl regarding meal reimbursement policies. All voting aye. Carried. Motion by Linda Thorpe, seconded by Jim Behling to approve the payrolls from 6/3/2011 and 6/17/2011 for Courthouse and Highway and approve Board payroll for 6/17/2011. All voting aye. Carried.

Investment of County Funds: County Treasurer Jerri Radtke was unable to be present at this meeting, but presented her financial report for May 2011. Motion by Linda Thorpe, seconded by Charles Rayala to approve the Treasurer's report. All voting aye. Carried. The investment policy will be discussed again at the next meeting.

IT Credit Card – County Clerk, Dave Alleman, reported that multiple cards are available for the County, but the credit limit will remain the same, which is \$5,000. The Committee recommended asking the auditor if this permissible for GASB reporting. Motion by Charles Rayala, seconded by Linda Thorpe to have the County Clerk check with the auditors and report back at the next meeting. All voting aye. Carried.

Review Credit Card Use Policy –A few of the items discussed were the fact that prior approval by the Finance Committee is not necessary to purchase office supplies. Also, that the Public Property approves computer and printer purchases prior to the purchase, which is currently the rule for that Committee. Finance Committee would have control of the issuance of department cards. The Committee asked the County Clerk to bring this to the Corporation Counsel to update and present to the Committee at the next meeting.

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

- a. Sheriff Dept – Transfer \$4,275.00 from Contractual Services 100.52101.201 to Sheriff Out of County 100.52101.391

All voting aye. Carried.

Overtime report – The Committee reviewed the overtime report for May. The Committee also discussed the cost of sick leave. The Committee asked Kris Duening to prepare a report similar to the overtime report with the cost of sick leave used for each month.

Courthouse Invoice Procedure & Policy – The Procedure is still being worked on.

Letters and Communications – The Committee discussed the contract with Schenck for the consulting services for analysis/assessment of financial systems and administrative costs and assessment of current services for Vilas County. The Committee discussed who would be the oversight committee. This will be placed on the next agenda.

Approval of Seminars and Lodging – Motion by Charles Rayala, seconded by Linda Thorpe to Dave Alleman attending the Clerks’ conference in Ladysmith, June 26 – 29, 2011 with a registration cost of \$50.00 and to approve Glenna Davis attending Serving Victims of Crime Conference in Wisconsin Dells, August 2011. All voting aye. Carried.

Out of State Travel – Nothing at this time.

Letters and Communications – The Committee discussed a letter received WCA regarding taxation of lands held by member of Chippewa Tribe. Five counties have received this letter. The WCA is asking these five counties to contribute \$2,500.00 which will be used to retain Attorney Andrew Phillips and his firm PhillipsBorowski; the WCA will match this commitment. The Committee suggested that a letter be send to the County Board Chairman recommending that Vilas County move forward with this issue and to take the money from the Contingency Fund. This will be placed on the next agenda.

Future meeting dates – Next meeting is scheduled for July 15, 2011.

There is nothing more on the agenda therefore; the meeting is adjourned at 10:15 a.m.

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

Submitted by: Kris Duening