

Meeting was called to order by Chairman Chris Mayer at 9:00 A.M., at the Vilas County Courthouse, Conference Room 2, Eagle River, Wisconsin.

The following members were present: Chair Chris Mayer, Vice Chair Ed Bluthardt, Linda L. Thorpe, Jim Behling, and Charles Rayala. Also present were: Jerri Radtke, Chris Kamps, Barb Gibson, Kate Gardner 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 Chris Mayer, seconded by Charles Rayala to approve the previous minutes. All voting aye. Carried.

Approval of Bills and Payroll: Motion by Charles Rayala, seconded by Linda Thorpe to approve the bills from the various departments. All voting aye. Carried. Motion by Charles Rayala, seconded by Linda Thorpe to approve the payrolls from 7/1/2011 and 7/15/2011 for Courthouse and Highway. All voting aye. Carried.

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

Second Half Real Estate Property Notice – Complaint - Leonard Silverman - Town of Conover 008-1410; Town of Washington 026-2047; 026-2052-02; 026-2421; 026-2437; 026-2649; 026-2739; 026-2785-02 - Jerri Radtke explained that there was a complaint regarding the second half property tax notice not being sealed. She explained that it is impossible to make sure that 10,000 notices are all completely sealed. The Committee discussed the cost of the postage for sending the second half notice and the approximate cost is \$4,000. She would like to see if a post card could be used, which would reduce the cost of printing and postage. Motion by Ed Bluthardt, seconded by Charles Rayala to have the Treasurer prepare a letter to be sent to Mr. Silverman explaining that the Committee approves the current procedure used for sending the second half notice and have the Chair sign the letter. All voting aye. Carried. The Committee asked Ms. Radtke to looking the cost of the post card further.

Review Credit Card Use Policy – The Committee reviewed a letter from Jon Trautman that explained the current purchasing policy and submittal for bills. If all of the currently policies are following, there will not be a problem for the IT Department to have its own credit card. The Committee reviewed the policy and there were a few changes from the Corporation Counsel office. Motion by Ed Bluthardt, seconded by Jim Behling to accept the policy as presented with the changes from the Corporation Counsel and accept this as the policy for Vilas County. All voting aye. Carried.

IT Credit Card – The County Clerk was instructed to get a credit card for the IT Department and the current credit limit will remain at \$5,000.

Policy for Distributing COP Payroll Checks - Chris Mayer explained that he had received a complaint about the length of time it takes for these checks to be sent to the individuals. Kate Gardner explained that some of the providers come to the Courthouse to pick up the checks. The Committee discussed the amounts of the checks and whether they should all be mailed or give a specific date that checks could be picked up. The Committee was informed that these checks to not come through the Finance Committee. The Committee instructed Ms. Gardner to issue the checks after the Social Services Board meeting that way the providers will not have to wait for their checks as long.

Funding for Vilas County Plat books – Barb Gibson informed the Committee that the County has a low supply of plat books, but there is no money budgeted to purchase plat books this year. The Public Property Committee approved the quote to print the plat books from Color Vision with a cost of \$12.28 for 250 or \$16.52 for 100. Motion by Charles Rayala, seconded by Jim Behling to approve submitting a resolution to the August County Board transferring up \$2,000 from the general fund to print 100 plat books. All voting aye. Carried.

Chippewa Taxation Issue – Kris Duening told the Committee that the Corporation Counsel was currently on a teleconference with Attorney Andy Phillips regarding this issue. She will have an update at the next meeting.

2012 Budget Instructions – The Committee started reviewed the 2011 Instructions and decided that they needed to see what the revenues for the various departments are. The Committee then decided that the expenditures should be included. The Committee asked Kris Duening to send a letter to all departments asking them to submit a preliminary budget including increases or decreases in revenues with a 0% increase in operating expenses.

Baird letter – Refunding Analysis – The Committee reviewed the letter with the funding analysis and decided that the savings is not significant enough to change the current financing schedule.

Overtime Report & Sick Time Report– The Committee reviewed the overtime and sick time report for May.

Line Item Transfers: Nothing at this time.

Courthouse Invoice Procedure & Policy – The Committee reviewed the new invoice policy. Motion by Ed Bluthardt, seconded by Linda Thorpe to approve the policy and send it to all departments. All voting aye. Carried.

Approval of Seminars and Lodging – Nothing at this time.

Out of State Travel – Nothing at this time.

Letters and Communications – The Committee asked what the amount was that went back to the general fund after the 2010 budget closed and what the current undesignated funds amount is.

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

There is nothing more on the agenda therefore; the meeting is adjourned at 11:06 a.m.

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

Submitted by: Kris Duening