

Meeting was called to order by Chairman Chris Mayer at 9:02 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, Charles Rayala and Kris Duening.

Motion by Charles Rayala, seconded by Ed Bluthardt 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 Ed Bluthardt to approve the previous minutes. All voting aye. Carried.

**Approval of Bills and Payroll** - Motion by Linda Thorpe, seconded by Ed Bluthardt to approve the bills from the various departments. All voting aye. Carried. Motion by Linda Thorpe, seconded by Charles Rayala to approve the payrolls from 1/27/2012 and 2/10/2012 for Courthouse and Highway payrolls and 01/20/2012 Board payroll. All voting aye. Carried.

**Equipment Purchase – Hwy Dept** – Tom Numrich appeared before the Committee to discuss the following purchases: 1 – 2009 John Deere Tractor with mowing attachments at a cost of \$59,759.00; 1 – Reversible snow plow at a cost of \$9,394.00; 1 – Crafcro melter for poly patch at a cost not to exceed \$50,000.00 for a total cost of \$119,153.00. All voting aye. Carried. These funds will come from the Highway Segregated fund and also include the trade in figures. Motion by Ed Bluthardt, seconded by Charles Rayala to approve the above purchases. It is possible that the poly patch machine can be leased to other municipalities or counties.

**Investment of County Funds** – Jerri Radtke presented the January report. Motion by Charles Rayala, seconded by Linda Thorpe to approve the Treasurer's report for January 2012. All voting aye. Carried.

**Petty Cash for Public Health Dept – Jerri Radtke** – Ms. Radtke explained the Public Health Department is not included in the current Cash Account Policy. Gina Egan would like to have \$100 for petty cash, now that they are located in another building. Motion by Ed Bluthardt, seconded by Charles Rayala to amend the current Cash Account Policy to include Public Health with \$100.00 and to amend the date adopted to 02/16/2012. All voting aye. Carried. This policy will be given to the County Clerk and the Corporation Counsel.

**On-Line Receipting and Reporting** – Dave Alleman, Jerri Radtke and Chris Kamps appeared before the Committee to discuss this matter. Mr. Alleman and Ms. Radtke explained that the receipting process could be more efficient if the department entered the actual account numbers and deposit amounts within their office and then a receipt would be printed in the Treasurer's office. The money would then be given to the Treasurer's Office for deposit. Ms. Kamps explained that we already have the program for Receipting and there is a no max on the licensing. The departments would have to have NewVision installed on the PC's and each person would have to be given access to this program.

Mr. Alleman reported that ACS did a presentation on Budget Reporting and archiving financial records. This software has the ability to store financial checks with scanned copies of vouchers and invoices. This would make inquiries easier to locate. It is also possible to archive resolutions, minutes and agendas for various committees. Ms. Kamps will be receiving a quote from ACS on the hardware and software costs, along with specs on what hardware is needed. Once this is installed, it will be possible for all offices to view their budgets live, instead of reviewing reports that are about a month old.

Motion by Ed Bluthardt, seconded by Charles Rayala to proceed with gathering this information along with quotes and present it to the Finance Committee when the figures are complete. All voting aye. Carried.

**Finance Manager Job Description** – Ms. Kahl reported the Personnel Committee approved the job description and was now presenting it to the Finance Committee. The Committee suggested changing: #6. ...

Prepares that tax levy ordinance resolution. #7. ... federal financial reports, budgets, payroll related reports and financial ... Remove #8 completely. Renumber remaining items" 9 8. Responsible for closing stating, bank reconciliation, and other ...

Motion by Charles Rayala, seconded by Jim Behling to approve the job description as amended and prepare a joint resolution with the Personnel Committee and present it to the County Board for the March meeting. All voting aye. Carried.

**Overtime Report & Sick Time Report**– Joe Fath and Janna Kahl appeared before the Committee to discuss the overtime report from the Sheriff’s Department. A handout was given to each committee member indicated what the overtime percentages are for within each department. The Committee reviewed the overtime and sick time report for January. Ms. Kahl recommended having Kris Duening create a new pay code for FMLA, so that these figures would not be included in the Sick Time Report.

**Revision of Standing Rules** – The Committee discussed the current hiring practice and thought that hiring should be at the recommendation of the Human Resource Director. This matter will be referred to the Personnel Committee. Also, discussed was having to send a resolution to County Board for approval for applying for a grant that is more than \$1,000. This was introduced many years ago because some grants require matching funds. The Committee is also recommended that the Legislative and Judicial Committee include language for oversight and policy of financial activities to the Finance Department.

**Civil Air Patrol Report** – A written report was presented to the Committee members from Craig Moore. The report included membership issues and the civil air patrol now had an aircraft that is stored in Eagle River.

**Out of State Travel** – Nothing at this time.

**Line Item Transfers** – Nothing at this time.

**Approval of Seminars and Lodging** – Motion by Ed Bluthardt, seconded by Linda Thorpe to approve Dave Alleman and Jerri Radtke attending the WCCO in Madison, March 5 – 7. All voting aye. Carried.

**Letters and Communications** – Nothing at this time.

**Future meeting dates** – Next meeting is scheduled for March 15, 2012.

There is nothing more on the agenda therefore; the meeting is adjourned at 11:43 a.m.

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

Submitted by: Kris Duening