

Meeting was called to order by Chair 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, Linda L. Thorpe, Ed Bluthardt, Jim Behling, Mark Rogacki, Steve Favorite, Jason Hilger and Kris Duening.

Motion by Mark Rogacki, 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 Ed Bluthardt to approve the previous minutes from July 18. All voting aye. Carried.

Approval of Bills and Payroll - Motion by Linda Thorpe, seconded by Jim Behling to approve the bills from the various departments and the payrolls from July 27 and August 10 for the Courthouse and Highway and July 20 payroll for County Board. All voting aye. Carried.

Investment of County Funds – Jerri Radtke presented the July report.

District Attorney Staffing – The Personnel Committee met before the Finance Committee meeting and did not approve the resolution for a receptionist position within the District Attorney office.

District Attorney Paperless System – Nothing was discussed at this time.

Accounts Payable Policy – Mr. Hilger reported that he has contacted ACS for a new accounting structure and the fee will be \$3,600.00. This fee will be looked at again for 2013.

ACCOUNTS PAYABLE POLICY - To avoid making late payments and finance charges and to streamline the financial process, Vilas County pay all bills at a minimum of two times a month.

The Finance Department is authorized to issue payment for all bills, once a department head has approved and signed the bill. The Department Head shall follow the County's purchasing policy and ensure that they have funds in their budget for the payment.

Oversight Committees will approve a listing of all paid bills on a monthly basis. The listing will be signed by all members of the Committee, who are present at the meeting, and returned to the Finance Department to be kept on file.

Motion by Jim Behling, seconded by Linda Thorpe to approve the reviewed Accounts Payable policy dated August 16, 2012. All voting aye. Carried.

Budgeting – Mr. Hilger reported that according to statute that the Finance Committee is required to approve all line item transfers.

Purpose – This policy governs the preparation, submission, approval and implementation of the annual budget for Vilas County under state law and subject to other relevant policies adopted by the Vilas County Board of Supervisors.

1. The County will prepare a rolling biennial budget for all governmental and proprietary funds based on generally accepted accounting principles.
2. Departments, with assistance from the Finance Department, will be responsible for preparation of their budgets. Prior to presentation to the County Board, the appropriate oversight committee and the Finance Committee will approve the departmental budgets.

3. The County Board will adopt the annual budget at its November meeting following a public hearing held in accordance with statutory requirements.
4. In order to eliminate structural imbalances between County resources and requirements, resources should be allocated with consideration of the continued availability of these funds:
 - a. Non-recurring funds (one time funding sources) will be directed toward non-recurring uses (one time expenditures).
 - b. Only recurring resources may be targeted toward recurring expenses.
5. A budgetary control system will be maintained to ensure compliance with the budget. Regular reports comparing actual revenues and expenditures to the budgeted amounts will be prepared monthly and distributed to the Department Heads. The Department Heads will be responsible to distribute monthly budget to actual reports to the oversight committees. The legal level of control for monitoring the budget is at the department level. The Finance Director and the Finance Committee should be informed of any anticipated over expenditure or shortfall of revenue as soon as a department is aware of it. A budget adjustment must be requested for any anticipated amount exceeding the budget at the department level with the exception of utilization of any unspent labor, benefits or outlay accounts. To request a budget adjustment for any anticipated amounts exceeding the budget at the department level, the Finance Director and Oversight Committee needs to be notified, and a request will need to be sent by the Finance Director to the Finance Committee. County Board rules will be followed pertaining to transfers from the Contingency or General Fund to cover the overages.
6. Budget carryover refers to funds budgeted but unexpended during a budget year, which are brought forward as additions to the subsequent year's budget.
 - a. All carryover requests are to be processed through the Finance Department. The Finance Director will present the request to the Finance Committee, which will approve or deny the carryover.
 - b. To be eligible for carryover funds, the following conditions must be satisfied:
 - 1) Funds must be available in the requesting department's net bottom line for the year funds are to be carried forward from.
 - 2) Carryover is needed for completion of projects or the purchase of specific items approved in the previous year's budget but not accomplished.
 - 3) Carryover is required to meet existing County Board policy, comply with accounting requirements or legal requirements (e.g. trust and agency funds, Highway, self-insurance funds, debt service funds, capital projects, etc.)
 - 4) Carryovers for operational costs must have County Board approval.
7. Mid-year budget adjustments may be made with the appropriate approval as follows:
 - a. Approval of County Board subsequent to approval by the Finance Committee
 - 1) Budget transfers from the general fund
 - 2) Budget appropriation amendments subject to Wis. Stat. §65.90(5).
 - b. Approval of the Finance Committee
 - 1) Transfer funds between budgeted items of an individual county office or department, if such budgeted items have been separately appropriated, and to supplement the appropriations for a particular office, department, or activity by transfers from the contingent fund. Such committee transfers shall not exceed the amount set up in the contingent fund as adopted in the annual budget, nor aggregate in the case of an individual office, department, or activity in excess of 10 percent of the funds originally provided for such office, department, or activity in such annual budget, in accordance with Wis. Stat. §65.90(5)(b).
 - c. Procedures

- 1) All budget transfer requests must be in writing and routed through the Finance department. The request should include the amounts by fund number, element number, object number and the reason for the change. The appropriate approvals must accompany the request.
- 2) Department heads will be responsible to see that their oversight committee approves the transfer, where applicable.
- 3) The Finance department will be responsible to see that the Finance committee reviews the request.

Motion by Steve Favorite, seconded by Jim Behling to approve the revised Budget policy dated August 16, 2012. All voting aye. Carried.

Purchasing – This policy combined both large and small purchases.

I. PURPOSE.

The purpose of this policy is to provide a systematic approach for the procurement of goods, materials, services and equipment, to maximize the purchasing value of public funds, regardless of the source, to provide safeguards for maintaining a system, to assure quality and integrity, and to provide fair and equitable treatment to all individuals involved in public purchasing. Vilas County shall endeavor to promote fair and reasonable competition and to obtain the lowest practicable price for all purchases.

II. APPLICABILITY.

Except as otherwise provided in this policy, this policy shall apply to all contracts and orders for the procurement of goods, materials, services and equipment on behalf of Vilas County. It shall apply to every expenditure of public funds for purchasing goods, materials, services and equipment by the County regardless of the source of funds. When procurement involves expenditure of Federal or State assistance or contract funds, the procurement shall be conducted in accordance with any mandatory applicable Federal or State law, and any other regulations.

III. DEFINITIONS.

- A. Item includes any material or service.
- B. Item Value is the total amount of County funds that are used to purchase or acquire the item. The total amount may be reduced by any reimbursements that the County is entitled to receive from other non-County funding sources. The total amount may also be reduced by the value of any County material or equipment taken in trade.
- C. Lowest Responsible Bidder is the bidder who is most likely, in regard to skill, ability and integrity, to do faithful, conscientious work, and promptly fulfill the contract according to its specifications, delivery terms and conditions, as well as possessing sufficient financial resources and ability.
- D. Professional Services are any services requiring certain specialized education, technical ability and/or experience (including, but not limited to: nursing and other health services provided for the benefit and welfare of County residents, architectural and engineering services, auditing services).
- E. Public Work includes any contract for the construction, repair, remodeling or improvement of any public work or building as referred to in Section 59.52(29), Wis. Stats. Public work does not include purchases of machinery or equipment, such as an automobile.
- F. Purchases or Purchasing includes leasing and/or renting.
- G. Qualified Bids are bids that meet all bid specifications as determined by the appropriate oversight committee, including but not limited to, receipt before the bid deadline and not withdrawn by the

bidder prior to bid opening, and receipt of any bid guarantee.

H. Replacement Parts and Equipment is limited to those items that are necessary for departmental operations or for the continuity of government services, such as: HVAC, furnace, boiler, generator, and other mechanical equipment or tools.

I. Used Equipment includes any equipment that is durable in nature and has been put into use for any period of time for the purposes for which it was intended.

J. Capital Improvement Plan (CIP) includes items valued over \$10,000 that are included with the annual CIP adopted by the County Board.

K. Capital Equipment (.810) includes all items listed in the Capital Equipment Account, including but not limited to office furniture, hardware, software, printers, and photocopiers. It does not include building materials (doors, locks, cabinets, carpets, etc.) which are purchased by the Maintenance Department.

L. Office Supplies (.310) includes, but is not limited to such items as cell phones, filing cabinets, fax machines, pens, pencils, paper and similar items of an expendable nature that are consumed, worn out or deteriorated by use and normally cost less than \$500.

IV. AUTHORITY TO PURCHASE.

A. The Department Head shall have the authority to purchase any budgeted *item* with an estimated value less than \$250.00. Purchase of budgeted *items* with an estimated value greater than \$250.00, but less than \$5,000 shall first be approved by the Purchasing Agent. *Exception – The highway department does not need authority from the purchasing agent to purchase routine purchases of fuel, salt, plow blades, crack sealing material, tires, gravel, signs, and leased equipment; however, the limits and approval below apply.* Purchases over \$5,000 must be approved by the Finance Director. All purchases shall be made pursuant to items B-H below.

B. The Finance Director shall have the authority to:

1. Approve any budgeted *item* with an estimated value less than \$20,000 (\$50,000 Highway Committee).
2. Approve contracts for services included in the budget.
3. Purchase items included within the *Capital Improvement Plan (CIP)* to the amount budgeted for the item in CIP.

C. Purchases in excess of the above limits need to be approved by the Finance Committee and the County Board by simple majority vote.

D. The Department Head shall request the assistance of the IT Director regarding compatibility of new computer equipment with existing computer equipment.

E. The Department head shall have the authority to purchase any budgeted computer equipment within the price limits stated under section A above, with the prior approval of the IT Director and the Purchasing Agent. The Purchasing Agent may request more information or request three separate price quotes from the Department Head, if necessary.

F. The purchase of any item that requires the transfer of funds between line items in the departmental budget requires the approval of the Finance Director.

G. The purchase of any item in excess of the amounts listed in Section IV.B shall require the approval of the County Board by simple majority vote.

H. The purchase of any item requiring any expenditure from the General Fund shall require the approval of the County Board by two-thirds (2/3) vote.

V. SELECTING METHOD OF PURCHASE TO PROMOTE COMPETITION.

A. For any *item* or *public work* not subject to Section VI., the Department Head or Oversight Committee may select a method of purchase designed to promote fair and reasonable competition and to obtain the lowest practicable price. Such methods of purchase include but are not limited to: requesting sealed or competitive proposals (RFP), or obtaining competitive price quotes.

B. For any purchases that are not made by competitive bids, such as "Request for Proposals" or other similar methods, the oversight committee or County Board shall accept the cost proposal which is the most advantageous to Vilas County consistent with the intent to promote fair and reasonable competition to secure the best work or supplies at the lowest practicable price.

C. The Highway Committee shall have the sole authority to determine the method of purchase for any used, leased or demonstration equipment and to approve the purchase of equipment through either the Highway Department's restricted cash/fixed asset or restricted cash/bituminous and gravel fixed asset accounts.

D. All building materials, such as doors, locks, cabinets, carpet, shall be purchased through the Maintenance Department.

VI. PROCEDURE FOR PURCHASING PUBLIC WORK PROJECTS.

Any contract for *public work* estimated at between \$5,000 and \$25,000 shall be advertised at least once in the Vilas County News or the contract may be awarded to a person who is qualified under Wis. Stat. §66.0901(2).

Public work projects contained within the *Capital Improvement Plan* (CIP) must follow the procedures outlined in Wis. Stat. §59.52 (29).

The competitive bidding procedure outlined herein shall be used for any contract for *public work* with an estimated cost in excess of \$25,000, unless an exception to competitive bidding in Section VII applies. In addition, any contracts for *public work* that exceed the thresholds established for single or multi-trade projects under Wis. Stat. §66.0903(3), Wis. Stats., must be advertised as a prevailing wage rate project.

A. Advertisement for Bids. A written notice shall be published in the legal publication for the County announcing that sealed bids will be received for a specific purchase by the County. For *public works* projects in excess of \$25,000, at least two advertisements in the legal publication for the County is required over two weeks, and the last publication should be at least one week before the bid deadline.

The oversight committee shall determine if the notice shall be advertised in any other publications or manner. Any advertisement for bids shall state "Vilas County reserves the right to reject any and all bids" and that Vilas County is an "Equal Opportunity Employer." In order to encourage adequate competition in bidding, bid forms may be mailed directly to potential bidders or other interested persons as approved by the oversight committee.

B. Bid Guarantee. The oversight committee shall determine whether a bid guarantee is required and the amount and form of any bid guarantee (such as, certified check, bond, etc.).

C. Bid Opening. Once the bid deadline has passed, the oversight committee or its designee may open and tabulate the bids. The bids shall be announced at a public meeting.

D. Determination of *Lowest Responsible Bidder*. The oversight committee shall determine from the qualified bids, the *lowest responsible bidder*. No preference may be based upon the geographic location of the bidder. The factors which may be considered in determining whether a bidder is "responsible" include but are not limited to:

1. The adequacy of the bidder's financial resources.
2. The bidder's skill, experience, organization, and technical qualifications, including access to necessary equipment and labor.
3. The bidder's ability to comply with the performance schedule, taking into account other pending commitments and projects.
4. The bidder's record of performance, integrity and judgment.
5. The bidder's ability to conform to applicable laws and regulations, including safety, wage and affirmative action requirements.

E. Committee or Board Action on Bids. Consistent with the purchasing authority set forth in Section IV, the oversight committee or County Board may:

1. Reject any and all bids.
2. Postpone bid acceptance to a definite date in order to determine compliance with specifications.
3. Waive any procedure established in the Purchasing Policy or bid irregularity applied to all bids by a 3/4 vote.
4. Determine whether the apparent lowest bidder is the *lowest responsible bidder*.
5. Award the bid to the *lowest responsible bidder*.

VII. EXCEPTIONS TO COMPETITIVE BIDDING.

A. For purchases that are subject to competitive bidding, the oversight committee may determine that an exception to competitive bidding exists, as follows:

1. Competitive bidding is not required for *professional services*.
2. Competitive bidding is not required if the *item* is available from a single source, such as a specialty item, or single vendor of item available from the State of Wisconsin vendor network.
3. Competitive bidding is not required to purchase machinery or equipment.
4. Competitive bidding is not required where it is impracticable to develop meaningful bid specifications for an *item*, such as used or replacement equipment with a specific dimension, function or use.
5. Competitive bidding is not required in the case of an emergency, such that time is of the essence and the public health, safety or welfare is at issue.
6. Competitive bidding is not required where a statutory exemption to competitive bidding exists, such as contracts for fuel and road oils used on public works projects performed by the Highway Department.

B. If the oversight committee determines that one of the exceptions to competitive bidding exists, then the committee shall record its findings, along with its determination of the method of purchase that will be used in lieu of competitive bidding.

C. The Department Head shall purchase general office supplies through the County's approved vendor of general office supplies.

D. As much as practicable, the County shall standardize the types of all above supplies and equipment. Purchase of non-standard items will need to be approved by the purchasing agent.

VIII. CONFLICT OF INTEREST PROHIBITED.

No County employee or official shall purchase any item of value for the County from his/her spouse, dependent, business partner or a business with which the employee has a financial interest or association.

IX. VIOLATIONS.

Any County employee or agent that violates this Policy may be subject to civil liability to recover any damages or costs imposed on the County, and/or disciplinary action, including but not limited to, termination of employment.

X. PURCHASING AGENT

A. The Purchasing Agent shall take necessary steps to ensure that all applicable purchasing policies are adhered to.

B. The Purchasing Agent shall endeavor to procure *items* for Vilas County Government at the best possible price. *Items* shall be selected, suitable in quality and utility to meet the various needs of county government.

C. The Purchasing Agent shall standardize as much as practicable all purchase *item* models and types.

Motion by Jim Behling, seconded by Linda Thorpe to approve the Purchasing Policy as revised contingent upon the approval of the amendment of the standing rules to the extent that they conflict with the new policy. All voting aye. Carried.

Donations – Discussion on Economic Development, Civil Air Patrol and Restorative Justice Budgets, nothing was determined at this time.

PROCEDURE FOR ADMINISTERING FUNDING REQUESTS FROM COMMUNITY SERVICE ORGANIZATIONS.

- I. Purpose - To establish a policy for consistent response to requests for funding on behalf of non-profit community service organizations in Vilas County requesting donations. This policy shall provide the necessary guidance to both the County and the requesting organization on these types of funding requests. While the County has no financial responsibility to assist non-profits with funding, it is anticipated that there may be funding requests from time to time. This policy is established to ensure consistency and fairness to that process.
- II. Procedure
 1. Any funding requests from community service organizations shall be referred to the corporation counsel for a legal opinion regarding the county's authority to provide funding to the requesting service organization.
 2. The service organization must complete the attached funding request form no later than June 30th in order to incorporate the funding request in the budget for the following year. The earliest that any funds will be disbursed is January 1st of the year following the request.
 3. The Finance Committee shall forward recommendations for approving funding requests submitted by a service organization to the County Board by the September Board meeting. The finance committee shall have the authority to deny any funding request without further action by the County Board.

Motion by Jim Behling, seconded by Mark Rogacki approve the Donation policy. All voting aye. Carried.

Approval of Seminars and Lodging –Motion by Jim Behling, seconded by Linda Thorpe to approve the following out of county travel:

David Breedlove – attending the 2012 SPET Fall conference in Appleton, WI, November 7 – 9, 2012.

Glenna Davis – attending the Wisconsin Servicing Victims of Crime Conference in Appleton, August 21-23, 2012.

Joan Hansen – attending the WRDA District meeting on September and the WRDA Fall Seminar in Spring Green, October 3 -5, 2012.

Kim Olkowski – attending the SVRS training in Wausau, August 28-29, 2012.

All voting aye. Carried. Motion by Jim Behling, seconded by Linda Thorpe to approve the travel voucher from Helga Low that was dated in May. All voting aye. Carried. The Committee asked Ms. Duening to send a letter to Ms. Low informing her of the 45 day rule.

Out of State Travel – Nothing at this time.

Overtime Report – The Committee reviewed the July report.

Motion by Linda Thorpe, seconded by Ed Bluthardt to convene into closed session pursuant to Wis. Stat. §19.85(1)(c) for the purpose considering employment, promotion, compensation or performance evaluation data of a public employee over which the Finance Committee has jurisdiction or exercises responsibility at 10:34 a.m. All voting aye. Carried.

Motion by Steve Favorite, seconded by Jim Behling to reconvene into open session pursuant to Wis. Stat. §19.85(1)(c) at 11:44 a.m. All voting aye. Carried.

2013 Budget – The Committee was informed that the budget is approximately over by \$1.4 million dollars. The Committee also discussed that budget process has changed so that the Finance Director could review all budgets in a timely manner. Also, that the budget instructions were given to all Department Heads along with the applicable budget worksheet. The budgets are due by September 10, 2012. The Committee suggested that all County Board Supervisors receive a copy of the instructions next year.

Maintenance Budget Concerning all County Properties – This was not discussed at this meeting and will be placed on the next agenda.

Letters and Communications – Nothing at this time.

Future meeting dates – Next meeting is scheduled for September 19, 2012.

There is nothing more on the agenda therefore; the meeting is adjourned at 12:25 p.m.

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

Submitted by: Kris Duening