

Meeting was called to order by Chair Mr. Mayer at 9:30A.M., at the Vilas County Courthouse, Conference Room 2, Eagle River, Wisconsin.

The following committee members were present: Jim Behling, Chris Mayer, Ed Blurthardt, Mary Kim Black and Erv Teichmiller.

Excused absences: None

Other present: Jason Hilger, Jean Nitz, and Kris Duening

Motion made by Mr. Blurthardt to approve the agenda to be discussed in any order at the discretion of the Chair. Seconded by Mr. Teichmiller. All voting aye. Carried.

Motion made by Mr. Teichmiller to approve the previous minutes from January 14, 2014. Seconded by Ms. Black. No changes or comments made. All voting aye. Carried.

Finance Report – The January finance report was presented. Cash and investments are reported as \$14.5 million and unassigned fund balance of \$14.7 million. The December unassigned fund balance is currently \$7.6 million; however, the books are not officially closed for the year. This balance is approximately \$500,000 higher than December 31, 2012 indicating a solid year for 2013.

Tax Deed Policy – The treasurer will be researching tax deed policies from other counties and there will be a joint effort to work on an updated policy which will be brought before this committee in an upcoming meeting.

Approval of Bills and Payroll – Motion made by Mr. Blurthardt to approve bills and payroll. Seconded by Mr. Behling. Discussion pursued over the approval for a supervisor to attend a tax webinar. The committee took no issue with the per diem for tax webinar; however, the committee discussed the opportunity or necessity for a policy which requires supervisor's to share information received from special assignments and training with the full board. The Finance Director was requested to bring this committee the form employees are required to complete upon completion of training. This form can then be used and implemented with a new policy for County Board supervisors. All voting aye. Carried.

Overtime Report – Overtime for January is 1,230 hours and \$35,772 which is within the norm for this time of year. Overtime is lower by 71 hours and \$2,201 compared to January 2013.

Indirect Cost Plan – Vilas County currently contracts with Sequoia Consulting Group to prepare the indirect cost plan. Our consultant has asked us to consider a 5 year contract with our current rate of \$3,865 guaranteed for the term of the contract. It was noted that Langlade County uses Cost Plans Plus at a fee of \$3,000, Lincoln County currently uses Maximus at a fee of \$3,960, and Oneida County uses Jeff Cohen at a fee of \$1,600. It was noted the Sequoia fee is comparable to our neighboring counties, our staff have a good working relationship with our consultant, and a five-year contract with a fixed fee should save the County from future price increases. It was noted this contract, if approved, would need to go to the full county board because of the dollar threshold. It was also noted that the 5 year contract would remove the opportunity to secure bids which is in contrast to action that committees are currently taking in other functions such as IT and maintenance contracts. Motion made by Mr. Teichmiller to accept a one year contract at this price. Seconded by Mr. Behling. Opposed – Mr. Blurthardt. Carried.

Line Item Transfers – There were no unusual or significant transfers processed by the Finance Director brought to the attention of the committee.

Out of County Travel – Motion made by Mr. Blurthardt to approve travel requests for the Victim Witness Coordinator to attend training in Appleton on February 18th and to approve the Register of Deeds to attend association conferences March 8th to 12th in Madison. Seconded by Ms. Black. All voting aye. Carried.

Use of Contingency Funds – It was requested to use \$1,223 of contingency funds for the purchase of office equipment for the Finance Director’s office re-location. Motion made by Mr. Teichmiller to approve the use of contingency funds. Seconded by Ms. Black. All voting aye. Carried.

Letters and Communications – An opportunity became noted at the Law Enforcement Meeting this week that there is an opportunity for the Finance Director to developing parameters/budget goals as a % for each department. This item will be discussed on the upcoming agenda.

Future meeting dates – Next regularly monthly meeting is scheduled for Tuesday, March 11, 2014 at 9:30 a.m.

There is nothing more on the agenda therefore; the meeting is adjourned at 10:19 a.m.

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