

Chair Kathleen Rushlow called the meeting of the Finance Committee at 8:30 a.m. on Monday, June 16, 2008, in conference room #2, at the Vilas County Courthouse, Eagle River, Wisconsin.

All meeting notices were properly posted.

The following persons were present: Chair Kathleen Rushlow, Vice Chair Christopher Mayer, Charles Rayala, John Annin, Linda Thorpe, Steve Favorite, Bob Egan, Jim Fischer, Human Service Director Ann Cleereman, Christine Kamps, Jerri Radtke, David Alleman, and Marjorie Hiller.

Motion by S. Favorite, seconded by J. Annin to approve the agenda to be discussed in any order at the discretion of the Chair. All voting aye. Carried.

Motion by C. Rayala, seconded by L. Thorpe to approve the May 15, 2008, minutes. All voting aye. Carried.

**Joint Resolutions with Highway Committee re: Transfer from Segregated Highway Fund to 2008 Highway Budget/Purchase of Four Quad Axel Dump Trucks:** The joint resolutions regarding Highway segregated funds being transferred to the Highway budget and the purchase of four quad axel dump trucks were reviewed. Motion by L. Thorpe, seconded by C. Rayala to approve these resolutions and present them to the June 17th County Board Meeting. All voting aye. Carried.

**9:30 A.M. - Ann Cleereman - Human Service Report/Mental Health Program:** Ms. Cleereman passed out the 2006 Human Service Center Department Data and the 2007 Department Data for the mental health programs. Ms. Cleereman gave a explanation of the 2007 mental health programs report. The committee would like Ms. Cleereman to create a simple spreadsheet of total costs and the breakdown of what the Counties' share is for all the different programs and present this to the August 19<sup>th</sup> county board meeting.

**Travel Expense Reimbursement Policy - Law Enforcement:** Received a letter from the Law Enforcement Committee Chair Bob Egan proposing an increase for the daily meal reimbursements to a minimum of \$40.00 a day, and to include meals for in-county training events. The federal daily maximum meal reimbursement is \$45.00 a day. Bob Egan passed out a per diem rate schedule for meals and lodging for some counties in the State. Marge Hiller also presented a report on county board meals for 2007 and 2008 and the impact that this would make on the budget. This will be reviewed and further discussed at the July Finance meeting.

**Investment of County Funds:** Motion by C. Mayer, seconded by C. Rayala to approve the Treasurer's report. All voting aye. Carried. County Treasurer, Jerri Radtke presented to the Committee a breakdown on the 2004 Tax foreclosures.

**Employee Travel Expense Vouchers:** The procedures of paying the employee travel expense vouchers through payroll were discussed. By paying these vouchers through payroll, there is a cost savings of not processing separate general checks and reconciling checks. Employee reimbursement vouchers would still be approved by the committee of jurisdiction prior to being approved by the Finance Committee. Reimbursements will then be paid in the following payroll after the Finance meeting. Motion by J. Annin, seconded by L. Thorpe to approve paying the employee travel expense vouchers through the payroll system. Discussion. All voting aye. Carried.

**Request to Post Property Tax Info. On Website:** Dave Alleman received a memo from the Corporation Counsel regarding Vilas County posting property tax records on the web. Resolution 2002-20 re: "Land Records web site Policy" was briefly discussed. Jerri Radtke and Chris Kamps discussed with the committee the information to be put on the web. User fees were also discussed. The committee would like Ms. Kamps to check on the cost of software, impact on the IT Department, and by implementing this if it would save time in the Treasurer's office.

**Pagers/Funding for Steve Favorite and Ron Debruyne:** Steve Favorite mentioned that the original cost for a pager would be approximately \$100.00 and the monthly fee thereafter could vary from \$8.50 to \$25.00 a month depending on the pager. Motion by C. Mayer, seconded by J. Annin to refer this matter to the Public Property Committee with an approved recommendation from the Finance Committee. All voting aye. Carried.

**Lake District Petitions and Costs:** Dave Alleman mentioned that he has received three Lake District petitions in his office. The County is required to have a hearing regarding these petitions, which would involve mailings to Lake District property owners, etc. Carolyn Scholl is concerned on the cost of handling these petitions/hearings. The Corporation Counsel should check into the proper procedures on this matter and if an additional user fee can be charged. Motion by C. Rayala, seconded by J. Annin to authorize Carolyn Scholl to take costs out of her budget and return to Finance Committee if additional funds from the General fund are needed. Discussion. All voting aye. Carried.

**FEMA Flood Insurance:** Kathleen Rushlow discussed with the committee the pros and cons on Vilas County approving the FEMA Flood Plan. Two areas in Vilas County are considered as flood plan areas. Motion by J. Annin, seconded by C. Rayala to table this matter until the July 15<sup>th</sup> Finance Committee meeting. All voting aye. Carried.

**Approval for Victim/Witness Office - Volunteer Intern:** Discussion on the volunteer intern in the Victim/Witness office. Motion by C. Rayala, seconded by C. Mayer to refer this matter to the Personnel Committee. All voting aye. Carried.

**2008 Line Item Transfers: a. District Attorney:** Motion by C. Rayala, seconded by S. Favorite to approve the following line item transfers:

Transfer \$500.00 from the library line item #100.51310.345 and disburse \$5.00 to the conventions dues and meetings line item #100.51310.320 and \$495.00 to the expert witness Fee line item #100.51310.937;

Transfer \$1,397.66 from the telephone line item #100.51310.221, \$2,055.25 from the transcripts line item #100.51310.245, \$1,034.74 from the Xerox line item #100.51310.312, \$1,017.24 from the document service line item #100.51310.215, and \$188.73 from the miscellaneous line item #100.51310.599 (a total of \$5,693.62) and disburse to the expert witness fee line item #100.51310.937.

All voting aye. Carried.

**Approval of Seminars and Lodging:** Motion by J. Annin, seconded by C. Rayala to approve Dave Alleman attending the County Clerk's Convention on June 22-25 in Manitowoc. All voting aye. Carried.

**Letters and Communications:** Kathleen Rushlow mentioned that due to Lac du Flambeau losing four of their local police employees due to taking other positions, the Vilas County Sheriff's Department is starting to feel a significant impact.

Kathleen Rushlow also received a letter regarding A.M. Best ratings and how this could affect Vilas County.

**Future Meeting Dates:** There will be a special Finance Committee meeting on Monday, June 30<sup>th</sup> at 10 A.M. The next regularly scheduled Finance meeting is set for Tuesday, July 15<sup>th</sup> at 8:30 a.m.

**Adjournment:** Motion by C. Rayala, seconded by L. Thorpe to adjourn the meeting at 12:10 p.m. All voting aye. Carried.

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

Submitted by:

Marjorie Hiller