

Chair Kathleen Rushlow called the meeting of the Finance Committee at 8:30 a.m. on Friday, March 13, 2009, 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, Linda Thorpe, Charles Rayala, Steve Favorite, Jerri Radtke, Jim Fischer, Dave Alleman, Joe Fath, Jim Galloway, and Marjorie Hiller.

A motion was made by C. Rayala, and seconded by C. Mayer to approve the agenda to be discussed in any order at the discretion of the Chair. All voting aye, carried.

A motion was made by L. Thorpe, and seconded by C. Rayala to approve the February 17<sup>th</sup>, 2009 minutes. Discussion to amend the minutes by removing the word "Vice" in the 4<sup>th</sup> paragraph, third line. Motion by S. Favorite and seconded by L. Thorpe to approve the February 17<sup>th</sup>, 2009 minutes as amended. All voting aye, carried.

Approval of bills: A motion by L. Thorpe and seconded by C. Rayala to approve the bills and vouchers from the various departments. Discussion. All voting aye, carried.

Investment of County Funds: A motion by C. Rayala and seconded by C. Mayer to approve the Treasurer's report. All voting aye, carried.

Highway 2008 Line Item Transfers: Highway Commissioner Jim Fischer presented 2008 Highway line item transfers. The Highway Committee suggested that these be presented to the Finance Committee. County Clerk Dave Alleman mentioned that these transfers are internal department adjustments due to deficits in the highway bookkeeper's records. A motion was made by C. Mayer and seconded by S. Favorite to approve. Discussion. All voting aye, carried.

Discussion and Resolution Regarding "CodeRED": Chief Deputy, Joe Fath, and Emergency Management Director, Jim Galloway appeared explaining the resolution submitted by the Law Enforcement Committee requesting that \$7,500.00 be transferred from the general fund to purchase the CodeRED System. They also explained that CodeRED provides a very effective communications tool during weather events, road closings, fires, and other emergency situations. CodeRED allows a client to communicate a pre-recorded emergency message at a rate of 1,000 calls per minute. (Due to this resolution only being submitted by the Law Enforcement Committee, no action was taken).

Employee Reimbursement Procedures/Credit - Debit Card: County Clerk Dave Alleman mentioned that he is in the process of obtaining a credit card from the M & I Bank which is to be used for lodging, etc., according to the Credit Card policy. In regard to debit cards, each employee would have to have their own debit card with their name on

it. Another option that the M & I Bank suggested was issuing pre-charged gift cards to the employees.

Instead, Mr. Alleman mentioned that in talking to Ms. Rushlow and Marge Hiller, if the Finance Committee would allow the County Clerk's office to process lodging and travel related invoices and employee reimbursement claims prior to final approval of this committee, the employee could receive their travel cost reimbursements in a timely manner. Reimbursement requests would be submitted to the Clerk's Office along with their bi-weekly timesheets. Then the employee would be reimbursed when paid for that pay period.

Also in regard to prepayment of lodging expenses, if the lodging provider does not accept direct billing, the employee when making their reservations, would get the total cost of their stay and submit a voucher for payment to the lodging provider. A check would be issued to the lodging provider and the employee would submit this to the lodging provider in full upon check-in. A copy of the paid receipt would need to be turned in to the Clerk's office to attach to the paid voucher.

Employees incurring mileage expenses as a normal function of their daily duties would also request expedited reimbursement.

A motion by S. Favorite and seconded by C. Mayer to authorize the County Clerk's office permission to process employee reimbursement expenses thru each bi-weekly payroll. Discussion. A motion by C. Rayala and seconded by L. Thorpe, to amend the previous motion to approve this procedure for a three month trial period, with a monthly review; and that the Corporation Counsel, the County Clerk and Marjorie Hiller write an employee reimbursement policy with an effective date of April 1, 2009. All voting aye, carried.

Resolutions-Cancel 2005 Taxes in the Town of Lac du Flambeau, Cancel 2005, 2006 and 2007 Taxes in the Town of Land O'Lakes, and Cancel 2008 Taxes in the Town of St. Germain: A motion by L. Thorpe and seconded by C. Rayala to approve these resolutions for submission to the March 24<sup>th</sup> County Board meeting. All voting aye, carried.

Resolution-Charge on Returned Checks for Non-sufficient Funds: A motion by C. Rayala, seconded by L. Thorpe to approve revising the fee to \$20.00 as explained and send this resolution to the March 24<sup>th</sup> County Board meeting. All voting aye, carried.

Resolution Regarding Vacant Clerk of Circuit Court Administrative Secretary A Position: A motion by S. Favorite and seconded by C. Mayer to approve sending this resolution to County Board for replacing the two vacant positions in the Clerk of Court Office. Discussion. All voting aye, carried.

2009 DATCP Budget Shortfall - Land & Water Conservation Department: The Committee received a letter from County Conservationist, Carolyn

Scholl, in regard to the 2009 budget allocation from DATCP being reduced by a total of \$51,012.00. The County requested a total DATCP budget of \$220,182 and was only offered \$169,170 in the final 2009 allocation process which is for the coverage of staff, support, and conservation project costs. This shortfall is a result of statewide budget reductions and cuts in grant funding to soil and water management programming. Discussion. Kathleen Rushlow will check with LCC regarding possible cuts or their recommendation because of this shortfall.

Approval of seminars and lodging: A motion by C. Rayala and seconded by L. Thorpe to approve Glenna Davis to attend the annual Victim/Witness conference in Wisconsin Dells, May 13-15. All voting aye, carried.

Letters and Communications: None.

Future Meeting Dates: - The next scheduled Finance Committee meeting is Wednesday, April 15th, 2009.

Motion by C. Mayer and seconded by C. Rayala to adjourn. All voting aye, carried.

Meeting adjourned at 11:20 a.m.

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

Submitted by:

Marjorie Hiller