

Chair Kathleen Rushlow called the meeting of the Finance Committee at 8:33 a.m. on Tuesday, February 17, 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, Dave Alleman, Sheriff John Niebuhr, Joe Fath, John Butler, Jim Galloway, Chris Kamps, and Marjorie Hiller.

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

A motion was made by C. Rayala, seconded by S. Favorite to approve the January 15, 2009 minutes. All voting aye, carried.

Approval of bills: A motion by C. Mayer, 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.

Sheriff's Department - Wright Express Fuel Cards: Sheriff John Niebuhr, Joe Fath and John Butler appeared regarding the Sheriff's Department using Wright Express fuel cards instead of getting fuel for the squad cars at the Highway Shop. These fuel cards are accepted at 90% of Vilas County's gas stations and the officers would not have to travel to the Vilas County Highway Eagle River or Arbor Vitae shops for fuel. Motion by C. Rayala and seconded by S. Favorite to approve going ahead with the Wright Express fuel cards for the Sheriff's Department, for a trial period of six months, beginning March 1<sup>st</sup>, 2009. Discussion. All voting aye, carried.

Jim Galloway - Vilas Co. Project Lifesaver Additional Revenue/Expense Line items Added to Emergency Government Budget/Hazmat Reimbursement Revenue Line Item: Jim Galloway appeared informing the Finance Committee that he has requested the County Clerk to setup an expenditure account (100.52600.628), and revenue account(100.45119), in his Emergency Government Budget for the Vilas County Project Lifesaver Program. The purpose of this budget modification is to enable the funding of the Vilas County Project Lifesaver Program with funds generated with a \$5,000.00 grant from the Helen Bader Foundation and a gift of \$15,000.00 from the Howard Young Foundation. The project's steering committee desires that the Vilas County Finance Committee serve as the fiscal agent, and that these budget lines be non-lapsing. Mr.Galloway also presented two bills that need to be paid from these accounts. A motion made by L. Thorpe and seconded by S. Favorite to approve that these non-lapsing accounts be added to the

Emergency Government budget and to approve the bills as presented. All voting aye. Carried.

Mr. Galloway also informed the committee of a projected overrun in the 2009 emergency management hazmat reimbursement budget revenue line item #100.43725. Anticipated revenues and disbursements was \$6,000.00 and to date in 2009, \$4,769.57 has been deposited in this account. The purpose of these budget lines is to receive funds from the responsible party in a hazardous materials incident, and to disburse these funds to those agencies required to respond to the incident.

2008 Line Item Transfers - a. Sheriff, Jail & Emergency Budget:  
Motion by C. Rayala and seconded by S. Favorite to transfer \$565.26 from the Uniform Allowance line item #100.52101.151 and disburse \$294.60 to the overtime line item #100.52101.153 and \$270.66 to the Telephone line item #100.52101.221. All voting aye, carried.

Motion by S. Favorite and seconded by C. Mayer to transfer \$3,069.30 from the Jail Medical Line Item #100.52701.216 and disburse \$2,993.30 to the Jail Overtime line item #100.5271.153 and \$76.00 to the electronic monitoring line item #100.52701.398. All voting aye, carried.

Out of State Training - John Niebuhr and Joe Fath, March 12-13, Stillwater, Minnesota: Cancelled due to a scheduling conflict.

Out of State Training - Chris Kamps and Mike Duening to Attend ArcGIS Server Web Training in St. Paul, MN February 25-27: Motion by L. Thorpe and seconded by C. Rayala to approve. All voting aye, carried.

Employee Reimbursement Procedures: Kathleen Rushlow mentioned that this was forwarded to this committee after Chris Kamps discussed the current employee reimbursement procedures with the Public Property Committee, due to her not receiving her reimbursement in a timely manner which will cause her credit card company to charge her interest on her work related charges. Motion by L. Thorpe and seconded by S. Favorite to approve giving the Clerk's office permission to pay the reimbursement charges on the next payroll after the voucher is submitted to the Clerk's Office. Discussion. Motion rescinded. Dave Alleman appeared regarding possible credit/debit card. Motion by L. Thorpe and seconded by S. Favorite to approve giving the Clerk's office permission to pay the reimbursement charges on the next payroll after the reimbursement voucher is submitted, for reimbursement charges of \$300.00 or more, for an out of state event. Discussion. All voting aye, except K. Rushlow and C. Rayala, carried. Employee Reimbursement Procedures and credit/debit card should be further discussed at the March Finance Committee meeting.

2008 Line Item Transfers:

b. Information Technology - Motion by S. Favorite and seconded by C. Rayala to approve the transfer of \$17.00 from the supplies & equipment

line item #100.51450.310 to the conventions, dues & meetings line item #100.51450.320. All voting aye, carried.

c. Tourism & Publicity - Motion by L. Thorpe and seconded by S. Favorite to approve the transfer of \$156.75 from the telephone line item #100.55625.221 to the postage line item #100.55625.311. All voting aye, carried.

Approval of seminars and lodging: Motion by S. Favorite and seconded by C. Rayala to approve the following seminars and lodging:

Joan Hansen attending the February 4<sup>th</sup>, Register of Deeds District Meeting in Merrill and the WCCO/WRDA Conference in Madison in March;

Dave Alleman attending the WCCO Conference in Madison March 1-3.

All voting aye, carried.

Letters and communications: None.

Resolution Regarding Adding Safety Management to Emergency Management Director Duties/Salary Increase: Motion by C. Rayala and seconded by S. Favorite to approve sending this resolution to the March County Board meeting. Discussion. All voting aye except C. Mayer. Motion carried.

Future Meeting Date - The next scheduled Finance Committee meeting is Friday, March 13, 2009.

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

Meeting adjourned at 11:25 a.m.

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

Submitted by:

Marjorie Hiller