

Charles Rayala called the meeting of the Finance Committee at 8:31 a.m. on Wednesday, June 16, 2010, in conference room #2, at the Vilas County Courthouse, Eagle River, Wisconsin.

All meeting notices were properly posted.

The following members were present: Chair Kathleen Rushlow, Linda L. Thorpe, Edward Bluthardt and Charles Rayala. Excused absence: Christopher Mayer. Also present were: County Board Supervisors Erv Teichmiller, Sig Hjermvick and Bob Egan, County Treasurer Jerri Radtke, Public Health Director Gina Egan, Tourism Director Cindy Burzinski, Sheriff's Confidential Secretary Carol Krebs, Troy Torgerson and Curt Schleicher of The Samuels Group, City Administrator Joe Laux, County Clerk Dave Alleman and Finance Secretary Marjorie Hiller.

A motion was made by E. Bluthardt and seconded by L. Thorpe 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 E. Bluthardt to approve the May 17, 2010 minutes. All voting aye, carried.

(Kathleen Rushlow appeared at 8:34 a.m.)

Approval of Bills and Payrolls: Motion by C. Rayala and seconded by L. Thorpe to approve the bills from the various departments. All voting aye, carried. Motion by L. Thorpe and seconded by C. Rayala to approve the May 19th, 2010 County Board payroll, and the May 21st and June 4th, 2010 Courthouse and Highway Payrolls. All voting aye, carried.

Human Service Report – Erv Teichmiller/Northwoods ADRC Planning Commission: Erv Teichmiller updated the committee that they are pressing ahead with ADRC and hopefully will have the moneys for this program starting January 2011. He is planning on showing an ADRC educational slide presentation at the August County Board. In regards to the Human Service Center Report, Mr. Teichmiller mentioned that Charlie Rayala is now on the board. The Human Service Center is showing a large deficit, but it is too early due to revenues coming in later on in the year. He also mentioned that a new director should be aboard around the end of July.

Investment of County Funds: County Treasurer presented her Treasurer's Report. A motion was made by L. Thorpe and seconded by C. Rayala to approve. All voting aye, carried.

Wright Express Gas Card for Use with Dental Van: Public Health Director Gina Egan is requesting to apply for a Wright Express gas card for the Dental Van. This van is housed in Hazelhurst and this dental van serves three Counties. Currently the Dental Hygienist pays for the gas with her own credit card and then gets reimbursed. It would not be advantageous for her to travel extra miles to obtain the gas from the County Highway Department. Vilas County is the fiscal agent for the dental program and everything is paid through the grant. A motion was made by E. Bluthardt and seconded by L. Thorpe, to authorize the application for the Wright Express Card only for the Dental Van. Discussion. All voting aye, carried.

Approval of Seminars and Lodging: Motion by L. Thorpe and seconded by C. Rayala to approve David Alleman in attending the Wisconsin County Clerk's Association conference on June 21-23 in Shawano. All voting aye, carried.

2010 Line Item Transfers – a. Corporation Counsel: Motion by E. Bluthardt and seconded by C. Rayala to approve the transfer of \$29.55 from the legal fee line item #100.51315.149 to the library materials line item #100.51315.345. All voting aye, carried.

Overtime Report: The overtime report was reviewed and discussed.

Letters and Communications: Procedures for obtaining a loan were briefly discussed with Bob Egan. He will be discussing this with the Corporation Counsel and possibly contacting Mr. Levandowski from the M & I Bank on acceptable banking practices in obtaining loans and report back at the July Finance meeting.

2009 Line Item Transfers –Auditors Adjustments – a. Sheriff Budget Shortfalls and b. Tourism:

Tourism Director Cindy Burzinski discussed with the committee that they normally pay for the 1st quarter of the New Year advertising in December. During the audit, the auditors said you cannot do this. The auditors made audit entries taking the money out of the 2010 tourism budget and put it back in the 2009 budget, which was returned to the General Fund. Now the 2010 Tourism budget is short \$24,200.00.

Sheriff's Confidential Secretary Carol Krebs explained that in the Sheriff's Department budget the auditors told them that they could not pay two maintenance contracts in the same year. Therefore a journal entry was made to credit the 2009 budget contractual services line item for \$32,077.50 and this credit was returned to the General Fund. This audit entry created a shortage in their department's 2010 Contractual Services line by \$32,077.50

County Clerk Dave Alleman received and read the e-mail from Auditor Jon Trautman explaining the reasoning for these auditor entries. The auditor said they would be ok with the deficit at the end of the year, or the County could pass a resolution requesting that money be transferred from the general fund into these accounts. Motion by C. Rayala and seconded by L. Thorpe to send two resolutions to the August County Board meeting and to approve these resolutions at the July Finance meeting. All voting aye, carried.

Courthouse Addition – Site Engineering – The Samuels Group: Sig Hjemvick, Chairman of the Building Design Committee, Troy Torgerson and Curt Schleicher, Representatives of The Samuels Group, and Joe Laux, City Administrator, appeared and discussed the proposal for the site engineering analysis (or Phase 2) for the Vilas County Courthouse Addition and Remodeling. Potter Lawson proposed an estimated total cost of \$25,465.00 for this Site Engineering Analysis. This analysis verifies that the proposed addition can be constructed on the site. The County will need to enter into a contract with consultants to supply a site survey map as well as geotechnical services or otherwise referred to as soil borings and reports associated with the boring results. It also coordinates with the City and reviews the impact of the addition on specific utility requirements regarding water and sanitary sewer, storm water retention and parking and traffic. County Clerk Dave Alleman mentioned that in the Outlay-Building & Design Budget there is approximately \$24,000.00 in the account. Motion by L. Thorpe and seconded by C. Rayala to approve going ahead with Phase 2 for the proposed addition and to request additional funding if needed from the general fund to cover the total cost of this estimated proposal. Discussion. All voting aye, carried.

Future Meeting Date: The next scheduled Finance Committee meeting will be on Friday, July 16, 2010.

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

Meeting adjourned at 10:39 am.

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

Submitted by:

Marjorie Hiller