

Chair Kathleen Rushlow called the meeting of the Finance Committee at 8:30 a.m. on Friday, July 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, Christopher Mayer, Edward Bluthardt and Charles Rayala. Also present were: County Board Supervisor Jim Egan, Jail Administrator Tim Evenson, IT Director Chris Kamps, County Treasurer Jerri Radtke, Register of Deeds Joan Hansen, County Clerk Dave Alleman and Finance Secretary Marjorie Hiller.

A motion was made by L. Thorpe and seconded by C. Rayala 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 C. Rayala and seconded by L. Thorpe to approve the June 16, 2010 minutes. All voting aye, carried.

**Approval of Bills and Payroll:** Motion by L. Thorpe and seconded by C. Mayer to approve the bills from the various departments. All voting aye, carried. Motion by C. Mayer and seconded by L. Thorpe to approve the June 18<sup>th</sup> County Board, Courthouse and Highway payrolls and the July 2<sup>nd</sup> and 16<sup>th</sup> Courthouse and Highway payrolls. All voting aye, carried.

**Out of State Training for Tim Evenson – Spillman Training:** Tim Evenson appeared requesting out of state training and certification on the new Syntrax Jail Module in Salt Lake City, Utah. The cost of the conference and lodging is being provided by Spillman. The expenses for the County would be airfare, rental car and meal expenses. Motion by C. Rayala and seconded by C. Mayer to approve. All voting aye, carried.

**Travel Expense Advances for Mileage and Meals for Chris Kamps and Mike Duening for Attending the National Spillman Users Conference:** Motion by C. Mayer and seconded by L. Thorpe to approve the travel expense advances for mileage and meals of \$120.00 each for the Spillman Users Conference. All voting aye, carried.

**In County Travel and Lodging – Chris Kamps (Wild Eagle Lodge):** Chris Kamps is hosting a seminar at the Wild Eagle Lodge and is requesting travel and lodging for this in county seminar. Motion by C. Rayala and seconded by L. Thorpe to approve. All voting aye, carried.

**Joan Hansen, Register of Deeds – Vitalcheck Services/Official Payments Corporation:** J. Hansen notified the Committee that Official Payments Corporation will no longer accommodate vital records orders and documents unless the County pays a \$1,000 annual service fee for the use of their service. The Register of Deeds uses this firm to process credit cards for customer payments. Ms. Hansen presented a “WEBPLUS” proposal with VitalCheck Networking Inc., at no cost to the County. Motion by C. Rayala and seconded by C. Mayer to approve contracting with Vitalcheck Networking. All voting aye, carried.

**Resolutions Re: Transfer from General Fund to Tourism/Sheriff Budgets Due to 2009 Audit Entries:** This was tabled for the August meeting.

**Resolution Re: Application for State Trust Fund Loan of \$231,000 for Telephone System Infrastructure:** Motion by C. Rayala and seconded by L. Thorpe to approve the resolution for application for a State Trust Fund Loan for the Telephone System Infrastructure and send it to the August County Board meeting. All voting aye, carried.

**Investment of County Funds:** Ms. Radtke presented her Treasurer’s report. A motion was made by C. Mayer and seconded by E. Bludthardt to approve. All voting aye, carried. The committee would like the Treasurer’s report presented monthly as well as a financial report from the County Clerk at the County Board meetings.

**Loan Policy:** County Board Supervisor Bob Egan discussed with the committee that he received information regarding three loan policies: a revolving loan policy, North Central Regional Planning Policy and a Lincoln County Loan Policy. The Committee would like Mr. Egan to go over the Lincoln County loan policy with the Corporation Counsel and report back at the August meeting.

**Monthly Credit Card Purchases:** Kathleen Rushlow informed the Committee that she gave permission for Chris Kamps to use the credit card for IT equipment online – (due to getting a better price on this equipment if purchased immediately online). Discussion on credit card policy. The credit card policy as well as policy formulation will be discussed further at the next meeting with the Corporation Counsel.

**Request for Additional Funds for New Site Evaluations for Building and Design Committee:** The Building and Design Committee is requesting additional monies from the general fund for new site evaluations. Motion by C. Mayer and seconded by C. Rayala to approve sending a resolution to County Board transferring \$10,000.00 from the general fund into the Outlay – Building and Design Budget. All voting aye, carried.

**Line Item Transfer – Public Health – Humane Officer:** Motion by C. Rayala and seconded by C. Mayer to approve the transfer of \$5,000.00 from the drugs & medical supplies account #100.54100.341 and disbursing \$2,000.00 to the Humane Officer line item #100.54100.226 and \$3,000.00 to the animal control expense line item #100.54100.691. All voting aye, carried.

**Approval of Seminars and Lodging:** Motion by C. Rayala and seconded by L. Thorpe to approve Victim Witness Coordinator Glenna Davis attending the Wisconsin Serving Victims of Crime Conference in Appleton, August 3<sup>rd</sup> – 5<sup>th</sup>. All voting aye, carried.

**Human Service Report – Erv Teichmiller/Northwoods ADRC Planning Consortium:** Mr. Teichmiller was unable to attend. No Discussion.

**Letters and Communications:** The overtime report was reviewed and discussed.

**Future Meeting Dates:** The next scheduled Finance Committee will be on Monday, August 16, 2010.

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

Meeting adjourned at 10:40 a.m.

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

Submitted by:

Marjorie Hiller