The meeting was held in the Rusk County Government Center third floor conference room.


Chair Tatur called the meeting to order at 8:30 a.m.

Skogen/Kaiser made a motion to approve the January 18, 2012, minutes. Motion carried.

Invoices paid February 1, 2012, to February 13, 2011, were reviewed, discussed, and signed. Invoices to be paid after the meeting were reviewed, discussed, and signed. Skogen/Kaiser made a motion to approve paying the bills. Motion carried.

The Property Committee approved purchasing Document Management software from the capital projects funds pending Finance Committee approval. Kaiser/Skogen made a motion to approve purchasing the Document Management software from capital projects fund as recommended by the Property Committee. Motion carried.

The Committee discussed the office space needs of the Finance department.

Schmit updated the Committee on extra help for the Finance department.

Wetzel updated the Committee on the phone system upgrade.

Kaiser/Skogen made a motion to forward the resolution to Amend Chapter 12.03(1) to the County Board. Motion carried.

Skogen/Kaiser made a motion to approve Cassandra Camren attending the Annual Government Training Academy provided by our external audit firm on March 1 and 2 in Minneapolis, Minnesota, and HR Law Update on April 10 in Eau Claire. Motion carried.

Line item transfers for 2011 were reviewed as follows: Treasurer, Land Information, Land Information Grant with $5,098.16 from contingency, Family Court Commissioner with $120.37 from contingency, Corporation Counsel, Insurance, County Board with $8,050.41 from contingency, County Clerk with $1,668.06 from contingency, Register of Deeds, Finance with $6,812.94 from contingency, Sheriff, Jail, County Conservation Officer, DARE, BRDEU, Victim Service Specialist, ATV, Water Patrol, Snow Patrol, BRDEU Meth, Shop with a Cop, CARD, Project Lifesaver, Ambulance, LEPC, Hazmat, Emergency Government, Airport, Legal Fees, Animal Shelter, Junior Fair, Trails End, Extension, Extension Meeting Fund, WNEP, Zoning, Zoning Meter Fund, Land and Water Conservation, Recycling, HHS Services, and Animal Control. Line item transfers for 2012 were reviewed as follows: Extension and HHS Services.

**Kaiser/Skogen made a motion to approve the line item transfers and contingency fund requests as presented. Motion carried.**

Joanne Phetteplace presented the Treasurer’s report which included an update of bank balances and tax deeds. Phetteplace reported that Rusk County received $7,324.72 revenue from use of the Wells Fargo purchasing cards. That number should increase next year with increased use and the better terms that were negotiated.

Wetzel presented the Clerk’s report which included an update of marriage licenses, DNR licenses, elections, and dog licenses.

Schmit presented the Finance Director’s report which included the sales tax report, collection of back taxes, insurance report, and county car report.

Andy Albarado presented the economic development report which included an update on the buildings and projects.

The next regular meeting is Wednesday, March 21, 2012.

**Skogen/Kaiser made a motion to adjourn. Motion carried.**

The meeting was adjourned at 2:08 p.m.

Rosemary Schmit, Recording Secretary