The meeting was held in the Rusk County Government Center third floor (LEC) meeting room.

Present: Randy Tatur, Jim Platteter, Peter Boss, Karl Fisher, and Arian Knops. Also present: Denise Wetzel and Rosemary Schmit.

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

Knops/Platteter made a motion to approve the August 15, 2012; August 22, 2012; August 30, 2012; September 5, 2012; September 13, 2012; minutes. Motion carried.

Invoices paid September 1, 2012, to September 18, 2012, were reviewed, discussed, and signed. Melissa Roach was present to answer questions on the time frame that invoices are turned into the Finance Department and sending the invoice report for the Finance Committee to review. It was the consensus of the Committee that invoices must be submitted to the Finance department by 4:30 p.m. on Fridays, and the Committee will adjust Chapter 6 of the Financial Procedures Manual for this deadline. Invoices to be paid after the meeting were reviewed, discussed, and signed.

Boss/Platteter made a motion to approve paying the bills. Motion carried.

Linda Effertz was present to discuss continuation of redaction of social security numbers. Platteter/Knops made a motion to approve using redaction fee funds to continue redaction. Motion carried.

Fisher/Knops made a motion to approve the out of county travel request of Linda Effertz to attend the Wisconsin Register of Deeds Fall Conference on October 3 to 5 in Dodgeville and Renae Baxter to attend the COCC Fall Conference on October 17 to 19 in Appleton. Motion carried.

Platteter/Boss made a motion to present a resolution for on-line sales tax to the County Board. Motion carried.

The Committee discussed notepads for County Board members. It was the consensus of the Committee to send out a survey as the Property Committee recommended.

The Committee attended an on-line training on Developing the Annual Budget.

The Committee discussed charging for notary services. It was the consensus not to charge for notary services.

Boss/Platteter made a motion to add “Invoices must be turned into the Finance Department by 4:30 p.m. on Fridays for payment the following Wednesday.” at the end of Item A in Chapter 6 of the Financial Procedures Manual. Motion carried.
Boss/Knops made a motion to approve Chapters 4 to 6 as amended. Motion carried.

The Committee reviewed Chapters 7 to 9 of the Financial Procedures Manual. No changes were made to Chapters 7 and 8. The Committee added the words “or quotes” to the title in Item G. The Committee changed Item G1 to read “Amounts up to $5,000.00 may be acquired by bids or quotes following state statutes and grant requirements where applicable.” The Committee changed Item I2f to read “Statement that bids are to be sealed.” The Committee amended Item I3e to read “Bid clarification is permitted.” Platteter/Fisher made a motion to approve Chapters 7 and 8 and Chapter 9 as amended. Motion carried.

Fisher updated the Committee on Personnel issues.

Andy Albarado presented the economic development report which included an update on projects and buildings. Boss/Fisher made a motion to set the price for Lot 2 in Weyerhaeuser at $20,000.00 and Outlot 1 in Weyerhaeuser at $7,500.00 and approves the County granting an easement to the Village of Weyerhaeuser for a storm sewer. Motion carried.

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.

The next regular Finance meeting is Wednesday, October 17, 2012.

The next Finance budget meeting is Thursday, September 27, 2012.

Platteter/Knops made a motion to adjourn. Motion carried.

The meeting was adjourned at 2:25 p.m.

Rosemary Schmit, Recording Secretary