The meeting was held in the Law Enforcement Center meeting room.

Present: Randy Tatur, Eldon Skogen, Jim Platteter, Phil Kaiser, and Art Dixon. Also present: Denise Wetzel and Rosemary Schmit.

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

Platteter/Dixon made a motion to approve the March 15, 2011, minutes. Motion carried.

Cassandra Camren and Jim Stanton were present to discuss ambulance bill settlement. The client did research on bill #06207A and learned that the County failed to sign one line on the bill to the insurance company, so the insurance company denied the claim. The client is offering to pay one-half of the bill which would amount to $205.00. Platteter/Skogen made a motion to accept one-half payment on #06207A as payment in full and write off the remainder. Motion carried.

Mike Naczas was present to discuss the proposed use of debt service/capital projects funds for repaving the parking lot at the Miner Avenue building. Other potential capital project items were discussed. This will be discussed at next month’s Property Committee meeting.

Camren, Gary Rivers, and Hilary Neste were present to discuss ambulance billing #05210F. The billing clerk was never given any information that this individual was Medicare eligible, and this bill would have been paid by Medicare if it had been submitted. The client is on disability, and his Homestead tax credit was intercepted for payment of this bill plus interest which totaled $705.60. Dixon/Platteter made a motion to reimburse the individual the amount of the original bill on #05210F and but not the cost of collections. Motion was defeated. Skogen/Dixon made a motion to reimburse the individual $563.00 on #05210F which was the original amount of the bill. Motion carried.

The Finance department has two demo versions of timekeeping software to review. They will review these demos and report back to the Finance Committee next month.

Camren was present to discuss ACH transfers. There are several vendors that accept ACH transfers but not the purchasing cards or charge too high a fee on the purchasing cards. These vendors include FTJ Choice, Great West, PEBSCO, AT&T, Xcel Energy, Ladysmith News, and Rassbach Communications. Skogen/Dixon made a motion to amend the Financial Procedures Manual to make the purchasing cards the primary method of payment, ACH transfers secondary, and issue a check as the final option. Motion carried.
Vouchers paid April 1, 2011, to April 19, 2011, were reviewed, discussed, and signed. Vouchers to be paid after the meeting were reviewed, discussed, and signed. Dixon/Skogen made a motion to approve paying the bills. Motion carried.

The current mileage reimbursement rate is 48.5 cents per mile. It was the consensus of the Committee to keep the mileage rate at 48.5 cents per mile.

Cost of an additional software license for the accounting software in the Finance department is $2,000.00. Dixon/Skogen made a motion to recommend to the Property Committee to purchase an additional software license for the Finance department. Motion carried.

The Committee discussed options for the nursing home. This issue will be discussed at the April 26 County Board meeting.

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

Schmit pointed out that the Purchasing Card Policy and Procedures are included in the Personnel Handbook but are not included in the Financial Procedures Manual. There have been a few departments who have not turned in their vouchers and documentation for their purchases. According to the Purchasing Card Policy and Procedures: “Failure to turn in purchasing card receipts will result in the cancellation of the purchasing card and the employee being asked for reimbursement by action of the Finance Committee.” The Committee will review the Purchasing Card Policy and Procedures and incorporate it into the Financial Procedures manual.

Schmit distributed copies of Chapter 17 of the Financial Procedures Manual for the Committee to review. Schmit asked the Committee to review this chapter and bring back any suggestions to the next monthly Finance meeting.

A joint meeting with the Personnel Committee has been scheduled for 4:00 p.m. on April 26.

Schmit recently did an analysis of the debt service fund and money borrowed in 2007 for capital projects and refinancing debt service. All funds have been distributed with the exception of $124,244.12 which was borrowed for the TID district but not used by the City of Ladysmith and $60,198.14 which was borrowed for Highway projects. At its March 29, 2011, meeting the County Board approved transferring $126,541.23 from the general fund to cover 2010 Highway expenses. The County already transferred $306,014.58 (which was the 2010 budgeted amount) from the capital projects fund into the Highway budget, but they could have transferred $60,198.14 more to reduce the amount needed from the general fund. Platteter/Kaiser made a motion to use the $60,198.14 from
the capital projects fund toward the 2010 levy and send a resolution to the County Board for approval. Motion carried.

Schmit informed the Committee that the City of Ladysmith is not going to use the $124,244.12 which was allocated for the TID. These funds need to be spent on capital projects within the scope of the intent of the initial borrowing or need to be spent on paying off debt service. Schmit suggested that the County could use a portion of these funds to pay for the additional license needed for the software in the Finance department and for the timekeeping software.

Kaiser/Skogen made motion to authorize the Denise Wetzel, Rosemary Schmit, and any interested Finance or Personnel Committee members to attend the Wisconsin County Mutual Insurance Corporation Budget Repair Bill Consortium on April 27 in Stevens Point. Motion carried.

Dixon/Kaiser made a motion to approve Nancy Hahn attending the Victim/Witness Regional Meeting on April 15 in Barron, Rosemary Schmit attending the WCA educational seminar on County Budgeting on May 23 in Stevens Point, and Rosemary Schmit attending the Workplace Safety & OSHA Compliance training on June 13 in La Crosse. Motion carried. Kaiser/Dixon made a motion to allow any interested County Board members to attend the WCA education seminar on County Budgeting on May 23 in Stevens Point. Motion carried.

Skogen/Dixon made a motion to extend the deadline by three months for paying the taxes before taking tax deed on the property in the Village of Tony owned by Shawn Josi. Motion carried.

Phil Schneider was present in person and Dave Willingham was present via speakerphone to discuss billings from the Surveyor. It was the consensus of the Committee that the Forestry Committee would submit a written request to the Land Information Committee outlining what work needs to be done and that no billings would be sent to the Forestry department this year unless those billings could be paid by grant funding. It was the consensus of the Committee that the Surveyor should continue to bill departments when another funding source such as grants covers the cost of the survey work. This will be reviewed during the budget process.

Schmit updated the Committee on the 2010 contingency fund. The Register of Deeds budget needed back $75.40 of the $1,157.12 that had been returned to the contingency fund. The County Board budget did not need $259.96 of the funds requested in February, and the Airport budget did not need $767.56 of the funds requested in February; so those amounts were returned to the contingency fund balance. Line item transfers and contingency fund requests for 2010 were reviewed as follows: Corporation Counsel with $417.22 from contingency, Ambulance, and Zoning with $191.28 from contingency. Line item transfers and
contingency fund requests for 2011 were reviewed as follows: Treasurer with $356.64 from contingency, Drivers Escort with $423.00 from contingency, WIC, Birth to Three, and Economic Support. **Platteter/Kaiser made a motion to approve the line item transfers and contingency fund requests as presented. Motion carried.**

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

Joanne Phetteplace presented the Treasurer’s report which included an update of the bank balances and loan/bond payments. **Platteter/Dixon made a motion to approve Joanne Phetteplace attending the District Treasurer’s meeting in Hayward on April 18. Motion carried. Dixon/Platteter made a motion to deny the request of Al Bonano to forgive the interest on his taxes that were paid late. Motion carried.**

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

The Finance Committee has a joint meeting with the Personnel Committee on Tuesday, April 26, at 4:00 p.m. The next regular meeting is Wednesday, May 18, 2011.

**Platteter/Dixon made a motion to adjourn. Motion carried.**

The meeting was adjourned at 1:56 p.m.

Rosemary Schmit, Recording Secretary