FINANCE & INSURANCE COMMITTEE MEETING
Monday February 11, 2008

Members Present:
Chairman, Andrew Smith, Supervisors, Franklin Greb, John R. Young, John Hoffman and Ted Cushing

Others Present:

Robert Bruso, County Clerk	**Margie Sorenson, Finance**
Lynn Grube, ITS Director	**Peter Wolk, County Board Supervisor**
Charles Wickman, County Board Supervisor	**Ann Cleereman, Human Service**
Jim Kumbera, O.C. Economic Dev. Corp	**Melodie Gauthier, Committee Secretary**

1. Call to Order
Chairman Smith called the meeting to order at 9:00 a.m. in Committee Room #2 of the Oneida County Courthouse. He noted that the meeting notice had been properly posted and mailed in accordance with the Wisconsin Open Meeting Law.

2. Approve Agenda
MOTION: (Ted Cushing/Frank Greb) to approve the February 11, 2008 agenda. All "aye" on voice vote. Motion carries.

3. Approve Minutes of the Previous Meeting (s)
MOTION: (John Hoffman/Ted Cushing) to approve the minutes of the January 28, 2008 Finance & Insurance Committee Meeting (s). All "aye" on voice vote. Motion carries.

4. Revolving Loan to Nimsgern Steel Corporation

Nimsgern Steel Corporation fabricates and manufactures beams, trusses and other steel components. They have recently expanded their manufacturing facility and will be acquiring an additional $300,000.00 in equipment.

The Oneida County Revolving Loan Committee met February 5, 2008, and approved the loan to Nimsgern Steel Corporation of Minocqua in the amount of $250,000.00 at 4% for 10 years. The loan is for the purchase of the additional equipment.

Jim Kumbera, Oneida County Economic Development Corporation, is requesting Committee approval of the Revolving loan with Nimsgern Steel Corporation.

MOTION: (Ted Cushing/John Hoffman) to approve the Revolving loan with Nimsgern Steel Corporation for $250,000.00 at 4% for 10 years. All "aye" on voice vote. Motion carries.

5.   Business Park Update

a) Consultant

Mr Kumbera updated the Committee on the Business Park and explained that they have received 15 consultant proposals from Wisconsin firms. The Review Committee evaluated, scored, and rated each proposal. Six firms were then chosen for an interview and out of the six, two chose not to participate. Interviewed were MSA, R.A. Smith, Ayres and Associates and Foth Infrastructure. Chosen was Foth Infrastructure from Green Bay. They will be implementing the first phase which is developing marketability and feasibility of the proposed sustainable community business park. Cost approximately, $100,000.00 and will take approx 90 – 120 days to complete.

The Committee stated that Mr. Kumbera will need to return to the Committee with a Resolution that will be voted on and forwarded to the County Board.

b) Managed Forest Crop

Mr. Kumbera explained that he has been working with Corporation Counsel and has discussed the possibility of removing the 260 business park acres from the managed forest crop program.

Mr. Kumbera is requesting authorization from the Committee to use Corporation Counsel as legal counsel to move this process along and remove it from the manage forest crop law designation or in the event Corporation Counsel can not offer legal help at this time, to seek outside legal counsel.

The Committee is not opposed to hiring outside legal counsel but will wait to hear from Corporation Counsel by the next meeting, February 25, 2008.

MOTION: (Frank Greb/John Hoffman) to ask Jim Kumbera to contact Corporation Counsel, Forestry, and Mr. Potter, County Coordinator, to coordinate in- house removal of the 260 business park acres from managed forest crop.   All "aye" on voice vote. Motion carries.

c) Annexation

Mr. Kumbera is requesting a petition to annex the Business Park into the City of Rhinelander primarily for zoning reasons. Also, if a bid would come about on this project it would require the use of tax incremental financing. The infrastructure cost to support this facility would be approximately 5 million dollars and the City could support the higher financing whereas a town could not.

Chairman Smith stated a Resolution for annexation would have to be brought to the Committee and be forwarded to the County Board.

6.   Vouchers, Reports and Purchase Orders

County Clerk

Mr. Bruso presented bills and vouchers to the Committee for approval

MOTION: (John Hoffman/Ted Cushing) to approve the County Clerk's bills and vouchers. All "aye" on voice vote. Motion carries.

Line Item Transfer

Mr. Bruso presented Line Item Transfers to the Committee for approval.

MOTION: (Ted Cushing/Frank Greb) to approve the County Clerk's Line Item Transfers as presented. All "aye" on voice vote. Motion carries.

<u>**Treasurer**</u>

Melodie Gauthier presented the Treasurer's bills and vouchers to the Committee for approval.

MOTION: (John Hoffman/Ted Cushing) to approve the Treasurer's bills and vouchers as presented. All "aye" on voice vote. Motion carries.

Treasurer's Monthly Reports for November and December 2007
(Will be presented at the February 25, 2008 meeting)

<u>**Information Technology Services**</u>

Ms Grube presented bills and vouchers to the Committee for approval.

MOTION: (Ted Cushing/ John Hoffman) to approve ITS bills and vouchers as presented. All "aye" on voice vote. Motion carries.

Ms Grube presented a Line Item Transfer to the Committee for approval.

MOTION: (John Hoffman/Andy Smith) to approve the Line Item Transfer as presented. All "aye" on voice vote. Motion carries.

Data Request Invoice Write-off

Ms Grube explained the Data Request Invoices to the committee. Ms Grube states that ITS will run data requests on three types of data: tax roll, building permit data, and grantor/ grantee data. Ms Grube states that ITS does approximately 250 to 280 per year. In 2005 and 2006 there were 5 jobs that were not paid for. Total $213.60. Ms Grube has tried to collect this amount and now would like these 5 off the books.

Ms Grube is requesting committee approval to remove these from the books.

MOTION: (Ted Cushing/John Young) to approve the Data Request Invoice Write-off as presented. All "aye" on voice vote. Motion carries.

<u>**Finance**</u>

Ms Sorenson presented blanket purchase orders to the Committee for approval.

MOTION: (Ted Cushing/Frank Greb) to approve the blanket purchase orders as presented. All "aye" on voice vote. Motion carries.

Ms Sorenson presented bills and vouchers to the Committee for approval.

MOTION: (Frank Greb/John Hoffman) to approve the Finance's bills and vouchers as presented. All "aye" on voice vote. Motion carries.

7. Proposals for Human Service Center Study

Ms. Sorenson and Ann Cleereman updated the Committee on the Human Service Center Study and presented the Proposals for the Human Service Center. Ms. Sorenson stated the RFP was sent out in December to 35 firms and four firms responded by the February 1, 2008 due date.

Ms Sorenson provided the proposals to Mr. Potter, Oneida County Coordinator, and he has volunteered to contact the references.

The time line for the RFP is February 25, 2008 when the committee will decide if we would like to interview these 4 groups or cut the number of interviews down. Interviews will be scheduled for March 10, 2008.

8. Line Item Transfers
MOTION: (John Hoffman/John Young) to approve the Line Item Transfer for District Attorney, Central Postage, Telephone and Duplication, Finance, Auditing and Cost allocation Plan, Central Purchasing, Sundry General Government, Various Accounts Assigned to Finance Department, Economic Development/Revolving Loan, Airport Construction, Health Insurance Trust, Advertising, Emergency Management, Forestry, and Planning and Zoning. All "aye" on voice vote. Motion carries.

9. Resolution for Line Item Transfers -none

10. ITS – Technology Plan - None

11. Strategic Planning Status Report- None

12. Public Comment- None

13. Items for Future Agendas

Proposals for Human Service Center Study
Treasurer's report for November& December 2007
M & I Trust Company Quarterly Report

14. Adjournment

MOTION: (Ted Cushing/Frank Greb) to adjourn the meeting at 10:08 a.m. All "aye" on voice vote. Motion carries.

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 Andrew Smith, Chairman   **Melodie Gauthier, Committee Secretary**