

FINANCE COMMITTEE AGENDA

*******AMENDED******* (November 15, 2010)

Polk County Government Center
Second Floor East Conference Room
100 Polk County Plaza
Balsam Lake, WI 54810

November 17th, 2010 2:00 p.m.

Open Session

(A quorum of the County Board or Governing Committees may be present.)

Call to order

Accept Agenda

Approval of Minutes of the Previous Meeting

Public Comments

Committee Calendar/Agenda/s

The Committee may take up any matter on this agenda at any time during the meeting regardless of the location of such item on the agenda.

County Administrator- Dana Frey

2010-2011 Work Plans

- Redesign Purchasing policy
- Budget Policy
- New Financial Reports

*Apportionment adjustment related to Library service

Department Update/Status

Finance – Maggie Wickre

Office Update

Vouchers

Committee Observations

Adjournment (Agenda not necessarily presented in this order.)

Copies to: County Clerk

This meeting is open to the public according to Wisconsin State Statute 19.83. Persons with disabilities wishing to attend and/or participate are asked to notify the County Clerk's office (715/485-9226) at least 24 hours in advance of the scheduled meeting time so all reasonable accommodations can be made. Requests are confidential.

Polk County Finance Committee
Polk County Government Center, 2nd Floor East Conference Room
100 Polk County Plaza, Balsam Lake, Wisconsin 54810
Minutes of November 17th, 2010 Meeting

Chairman Gary Bergstrom called the meeting to order at 2:07 p.m.

Present for finance committee: Gary Bergstrom
Neil Johnson
Brian Masters
Kathy Kienholz
William Johnson arrived at 2:38 p.m.

Also present: Dana Frey, county administrator Maggie Wickre, interim finance director
Carole Wondra, county clerk Jeff Fuge, corporate counsel

Motion by N Johnson/ Masters to accept the agenda; carried by voice vote.

Motion by Keinholtz/ Masters to approve the minutes of October 27th, 2010 meeting; carried by voice vote.

Public comment None.

Committee calendar / agenda(s). County board meeting is December 21st, 2010 at 6:00 p.m. Next finance committee meeting is December 15th, 2010 at 2:00 p.m. Cancel 12/8 and 12/22 finance meetings.

County Administrator

County Administrator Dana Frey presented and handed out information on:

- Administration Work Plan, Finance End 2010- Beginning 2011(draft)
- Administration Work Plan, Global Issues End 2010- Beginning 2011(draft)

Mr. Frey handed out and discussed Apportionment adjustment related to Library service.

Mr. Frey stated Website needs to be worked on, county needs Logo.

Finance

Finance Director Maggie Wickre gave office update.

- US Bank credit cards are moving forward in the implementation
- Bookkeepers meeting is December 9th
- Tammy is looking in to purchase orders on Fundware software
- Jamie is working on manual checks in Fundware software
- Apportionment forms have been completed and sent
- Purchasing policy group is getting lined up

Ms. Wickre handed out Institutional Capital Management (ICM) portfolio report ending September 30, 2010. Ms. Wickre stated review of investment advisors is being discussed and possibly switching.

Motion by N Johnson / W Johnson to approve vouchers numbered 273903-274627 and dated 11/17/10; carried by voice vote.

Motion by W Johnson / Kienholz to adjourn; carried by voice vote.

Adjourned at 3:35 pm.