

**FINANCE COMMITTEE AGENDA**  
Polk County Government Center  
Second Floor **WEST** Conference Room  
100 Polk County Plaza  
Balsam Lake, WI 54810  
**April 14th, 2010 2:30 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.*

Bob Moore – ICM- Phone Conference

County Clerk – Carole Wondra  
Office Update

Treasurer – Amanda Nissen  
Office Update

Parks and Buildings- Deb Peterson  
Highway Vehicle Purchase

Information Technology – Todd Demers  
Office Update  
Request Approval for the Research CAN (community Area Networks).

Finance – Maggie Wickre  
Office Update  
Petty Cash  
Credit Card  
Resolution for Transfer to Tower Maintenance Account  
2009 Finance Report- Unaudited Numbers  
Bills and Vouchers  
Status of Departmental Operations

#### 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.

# FINANCE COMMITTEE MEETING MINUTES

The Polk County Finance Committee met in the Second Floor West Conference Room of the Polk County Government Center at 2:30 p.m. on April 14th, 2010.

Present for Finance: Brian Masters Kathryn Kienholz  
Gary Bergstrom Mick Larsen Bryan Beseler

Also Present for Finance: Maggie Wickre, Amanda Nissen, Deb Peterson, Todd Demers and  
Members of Press

**Moved by Mick Larsen and Kathy Kienholz to approve the Agenda as published.  
Motion carried by voice vote.**

**Moved by Brian Masters and Mick Larsen to approve the Minutes of March 24th, 2010 meeting. Motion  
carried by voice vote.**

**Public Comments: None**

**Committee Calendar/Agenda/s: Next Finance meeting April 28<sup>th</sup> at 2:00pm**

## Treasurer's Office

Treasurer Amanda Nissen handed out and discussed Office Update, Outstanding Tax Certificates, Interest Earned on Tax Certificates, Investments, Cash balance and Monthly interest in Checking Account.

Outstanding Tax Certificates for March \$461,757.14. Interest Earned on Tax Certificates \$100,358.46. Cash balance and Monthly interest in Checking Account 0.80%, \$8,075.68.

## Parks and Buildings

Director of Parks and Buildings Deb Peterson discussed a Truck will be needed for the Forester who is under Ms. Peterson's Department now. Ms. Peterson stated Highway Department has a truck and will sell for \$2,500.00. **Bryan Beseler/ Mick Larsen motioned to move funds from other services to Vehicle line item. Motion carried by voice vote.**

## Information Technology

Information Technology Department Head Todd Demers handed out Finance report and Status on Department. Finance report as of April 14th, 2010 is \$31,074.83.

Department has been working on several projects such as Encryption Project, Timekeeping System, Internet Bandwidth Upgrade, GIPAW Conference, Community Area Networks (CAN), Email Policy Revision and Upgrade Backup System.

Mr. Demers spoke on a Seminar he will be attending in Madison in May. Mr. Demers requested approval to Attend and continue to research CAN (Community Area Networks). **Mick Larsen/Brian Masters made a motion to attend CAN Seminar. Motion carried by voice vote.**

## Bob Moore – ICM- Phone Conference

Investor Bob Moore from Institutional Capital Management (ICM) answered and gave input on Investing.

Mr. Moore discussed Polk County's Investment Strategy. Mr. Moore stated check with our local banks for CD rates first and then he can purchase treasury. Rates for treasury right now are ½ percent for 9 months.

Department of Administration/Finance

Finance Director Maggie Wickre handed out Office and Cash Flow Update and Institutional Capital Management (ICM) Summary.

Maggie Wickre handed out Procurement Card Manual changes made by Department of Administration and other individuals from Departments. Ms. Wickre and Tammy Peterson spoke on changes that are more detailed definitions. Ms. Wickre stated The Department of Administration will be holding two meetings that will be Mandatory to all Credit Card Holders by the end of April. Ms. Wickre stated possibility having one on one meeting for some.  
**Motion made by Brian Masters and Mick Larsen to move forward with changes to Procurement Card Manual. Motion Carried by voice vote.**

Finance Director Maggie Wickre went over several items that Department of Administration has been working on. Organizing Administrator's room, such as cleaning files, desk and shelves. The orientation for New County Board members, and getting the right detail for each level for New Finance Committee and County Board Financial Reports.

Ms. Wickre also spoke on Petty cash and needing signatures to approve all Petty cash Accounts. Ms. Wickre was asked to look into dollar amounts that would be suffice for each department.

Ms. Wickre also spoke and discussed the Unaudited 2009 Finance Report. The County paid the Auditors approximately \$100,000.00 last year. This year cost so far is \$49,000.00.

**Moved by Mick/ Bryan B to approve Vouchers numbered 266816-267355  
Dated 4/14/10. Motion carried by voice vote.**

**Motion by Bryan Beseler and Mick Larsen to adjourn. Motion Carried by voice vote.  
Adjourned at 4:30 pm.**