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


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

Skogen/Platteter made a motion to approve the October 19, 2011, and November 2, 2011, minutes. Motion carried.

Sheryl Kisling and Jim Wheeler were present to discuss Indianhead Transit Service match.

Vouchers paid November 1, 2011, to November 16, 2011, were reviewed, discussed, and signed. Vouchers to be paid after the meeting were reviewed, discussed, and signed. Platteter/Kaiser made a motion to approve paying the bills. Motion carried.

The Committee discussed PMA Financial Network and some of the investment services that they provide.

Wetzel updated the Committee on the status of the appraisal of the County’s assets. The appraiser will be back on December 6.

The Committee discussed the Courthouse phone system and possible future replacement.

The proposal to streamline the voucher process was approved by the County Board on November 15. Chapter 6 of the Financial Procedures Manual needs to be amended by January 1 to cover the approved changes. Schmit distributed a draft with proposed changes for the Committee to review before its next monthly meeting.

Finance department office space was discussed.

The Committee reviewed the charitable and penal assessment that Wetzel received from the State. Skogen/Kaiser made a motion to amend the 2012 budget expense line 100-09-51920-000 Charitable and Penal in the amount of $1,357.14 with funds coming out of the 2012 contingency fund. Motion carried.

Line item transfers were reviewed as follows: UW Extension and Recycling. Platteter/Skogen made a motion to approve the line item transfers as presented. Motion carried.
Joanne Phetteplace presented the Treasurer’s report which included an update of the bank balances. Phetteplace informed the Committee that the Deputy Treasurer II will be retiring in December.

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

Cassandra Camren was present to update the Committee on some financial issues relating to the purchasing card. **Skogen/Platteter made a motion to allow Cassandra Camren to negotiate a lower threshold on the purchasing card with Wells Fargo. Motion carried.**

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

Carolyn Martin reported on new CDBG funds in the amount of $750,000.00 which would possibly be run through the County. **Skogen/Kaiser made a motion to give approval for Carolyn Martin to administer the CDBG funds for the Village of Hawkins, Town of Wilson, and Town of Wilkinson through the County. 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 next regular meeting is Wednesday, December 21, 2011.

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

The meeting was adjourned at 1:22 p.m.

Rosemary Schmit, Recording Secretary