

FINANCE COMMITTEE MEETING MINUTES

The Polk County Finance Committee met in the Second Floor North Conference Room of the Polk County Government Center at 2:00 p.m. on August 22, 2007.

Present: Gerald Newville Neil Johnson Larry Jepsen
Mick Larsen Gary Bergstrom

Also Present: Tonya Weinert
Member of the Press
Members of the Public

Chair Gerald Newville called the meeting to order.

Moved by Jepsen/Bergstrom to accept the Agenda as published. Motion carried by voice vote.

Moved by Johnson/Larsen to approve the previous Finance Minutes of August 16, 2007. Motion carried by voice vote.

Public Comments

A public comment was heard from Supervisor Carl Holmgren regarding the 2008 Budget process.

2008 Budget

Newville addressed the Department Heads or designees and reiterated that to date no guidelines had been provided as to a tax levy cap from the State for the 2008 budget year. Newville reported that the Finance Committee was going under the assumption that since the Governor has the last say and that he was pushing for a 4% cap, that the Finance Committee was, at this time, going with a 4% increase which would cover salary and step increases for 2008. Newville also reported that if the State directed a different number other than 4%, that adjustments would need to be made. Finance Director Tonya Weinert pointed out that if the State held Polk County to a 2.2% levy cap, that would be an approximate \$383,000 increase vs. 4% or \$700,000. Newville also added that the Finance Committee would be requiring justification for increased budgets and that the committee would do what they could.

Personnel Committee 2008 Staffing Recommendation

Human Resource Director Andrea Jerrick handed out *Personnel Committee - August 20, 2007 Staffing Plan Consideration Meeting.....Excerpt of motion pertaining to consideration of staffing plans*: for the committee's review.

Moved by Larsen/Jepsen to approve the following positions for the 2008 budget year: County Planner, Land Information, 1.0 FTE; Survey/Mapping Technician, Land Information, 1.0 FTE and Recycling-Casual (599 hrs/year), Parks/Buildings/Solid Waste, .3 FTE; and that there will be no impact to the County Levy. Motion carried by voice vote.

Moved by Bergstrom/Johnson to approve the following consolidation or reduction of current staff for the 2008 budget year as approved by the Personnel Committee: LWRD Supervisor and Data Manager/Support Staff, Land and Water Resources, 2.0 FTE with a projected cost savings of \$50,000; Child Support Specialist, Corporate Counsel/Child Support, 2.0 FTE; Transportation Aide, Golden Age Manor, .6 FTE; Beauty Shop Aide, Golden Age Manor, .06 FTE; and Activity Aides, Golden Age Manor, 3.1 FTE. Motion carried by voice vote.

Moved by Johnson/Bergstrom to table the remainder of the Position Requests. Motion carried by voice vote.

Information Technology

Information Technology Director Todd Demers submitted his 2008 Proposed Departmental Budget to the committee for their review. **Moved by Larsen/Jepsen to approve the IT 2008 Budget as presented. Motion carried by voice vote.**

Treasurer

Treasurer Amanda Nissen submitted *Treasurer's Office Update dated August 22, 2007* for the committee's review. Nissen reported on the following: Bank Bid, Outstanding Tax Certificates, Interest Earned on Tax Certificates, Cash Balance and Monthly Interest in the Checking Account, Investments and Sales Tax.

Nissen submitted her 2008 Proposed Departmental Budget to the committee for their review: Newville requested that Nissen revise her proposed 2008 budget to move the furniture to capital expenditures and to make the other necessary corrections and then to bring back as part of the budget presentation. **Moved by Larsen/Johnson to approve the Treasurer's 2008 Budget, pending corrections, for a total of \$260,720. Motion carried by voice vote.**

Nissen submitted Bank Bid Proposals for the committee members to review and bring back with recommendations.

Polk County Fair

Director of Parks, Buildings, Recycling and Solid Waste Debbie Peterson on behalf of Supervisors Neil Johnson and Mick Larsen handed out an aerial photo showing a 5.48 acre parcel of land with a building adjacent to the Polk County Fair Grounds which has been offered to Polk County with the right of first refusal for a purchase price equal to the assessed valuation. Newville requested that Weinert check the balance in the Park Dedication Fund and also requested that Peterson check with Corporate Counsel to issue a directive to determine whether the Park Dedication Funds would fit the definition of the purchase.

County Clerk

County Clerk Cathy Albrecht submitted her 2008 proposed Budget to the committee for their review. Weinert requested that Albrecht re-work her budget to project revenues and offsetting expenses. **Moved by Larsen/Bergstrom to approve the County Clerk 2008 Budget with requested amendments. Motion carried by voice vote.**

Finance Director Report

Weinert handed out *Employee Expense Reimbursement, Reimbursement Form - County Board and Committee Members, Polk County Employee Expense Reimbursement Form and 2007 Payroll Calendar* for the committee's review. Weinert reported that effective October 1, 2007 all employee, elected official and county board supervisor reimbursements would be issued through the payroll process.

Weinert handed out *Purchasing Policy 912* for the committee's review. **Moved by Bergstrom/Jepsen to update Purchasing Policy 912 to add "County Web Site" and to update the policy to reflect current methods of communication for bidding and to forward on to the full county board for their approval. Motion carried by voice vote.**

Weinert handed out her Department of Administration 2008 Proposed Budget for the committee's review. Weinert reported that her budget was coming in with a net effect of \$16,000 less than the previous budget. **Moved by Bergstrom/Larsen to approve the Department of Administration 2008 Budget as presented. Motion carried by voice vote.**

Moved by Larsen/Jepsen to reconsider the previous tabled motion. Motion carried by voice vote.

Moved by Larsen/Jepsen to approve the following Internal Adjustment Recommendations as approved by the Personnel Committee: Foreman, Highway, 1.0 FTE; Technical Mechanic, Highway, 1.0 FTE; Professional Engineer, Land and Water Resources, 1.0 FTE. Motion carried by voice vote.

The next Finance Committee meeting will be held on September 6, 2007 commencing at 1:00 p.m.

Moved by Bergstrom/Johnson to approve Vouchers Numbered 229628-230366 dated 08-22-07. Motion carried by voice vote.

Moved by Jepsen/Newville to direct Finance Director Tonya Weinert to begin the process of obtaining RFP's for the Golden Age Manor. Motion carried by voice vote.

Moved by Bergstrom/Jepsen to adjourn. Motion carried by voice vote.

Meeting adjourned at 6:25 p.m.