

## JOINT FINANCE AND PERSONNEL COMMITTEE MEETING MINUTES

The Polk County Finance Committee and the Polk County Personnel Committee met jointly in the Second Floor West Conference Room of the Polk County Government Center at 9:00 a.m. on October 4, 2007.

Present for Finance:	Gerald Newville Mick Larsen	Larry Jepsen Neil Johnson	Gary Bergstrom
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Present for Personnel:	Russell Arcand Kay Friberg	Gerald Newville	Pat Schmidt
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Absent for Personnel:	Tom Nilssen
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Also Present:	Tonya Weinert Andrea Jerrick Members of the Public Members of the Press
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Gerald Newville called the meeting to order on behalf of the Finance Committee.

Russell Arcand called the meeting to order on behalf of the Personnel Committee.

### Public Comments

A public comment was heard from by Commissioner Dick Hollar of North Pike Lake who expressed concern regarding the Land, Water and Resources Department, budget cuts and the maintenance of shoreland and critical watershed areas.

### Department Appeals

Human Resource Director Andrea Jerrick handed out *Resolution - Establishment of New Positions for 2008 and Elimination and/or Change of Status for Existing Positions* and *Resolution - Approval of Departmental Staffing Plans for 2008*.

### Golden Age Manor

Golden Age Manor Gary Taxdahl distributed the following handouts to the joint committee for their review: *Letter dated August 9, 2007 from Gary Johnsen, CPA of CBIZ Accounting, Tax & Advisory Services, LLC; Golden Age Manor Wage Rates & Staffing Report - All Homes; Golden Age Manor Other Information - All Homes; Golden Age Manor Costs - All Homes; Golden Age Manor Resident Days - All Homes; and Letter from Amery Regional Medical Center dated September 18, 2007* for the joint committee's review. Taxdahl appealed to the committee to not cut the Beauty Shop Aide, Activity Aide and Transportation Aide positions for the year 2008. Golden Age Manor Nursing Director Jeanne Poppe reported on transportation needs including an increase in transportation because of the upcoming relocation of the Amery Regional Medical Center. Polk County Aging Unit Director and Manager of the County Care-a-Vans reported that it would be nearly impossible for her department to take over and cover all of the transports for the GAM residents. Activities Director Ronda Paulson of the Golden Age Manor reported that there would be a savings of wages and benefits in the amount of \$41,000 of an Activity Aide due to an upcoming retirement and that her goal was to not replace that position but to use existing staff and an adjustment of hours.

#### Parks, Buildings, Recycling & Solid Waste

Parks, Buildings, Recycling & Solid Waste Director Debbie Peterson reported she had a definite need for the office manager position to be a full 1.0 FTE versus .80 FTE and that she could subsidize the funding of the position with the Building and Recycling budget with the addition of \$4,300 levy dollars but that she understood the process and was withdrawing her request for the addition.

#### Information Center

County Board Supervisor Bill Hughes and Tourism Vice Chair Doug Johnson appealed to the joint committee to reinstate \$21,000 into their 2008 Budget.

#### Public Health

Public Health Director Gretchen Sampson via a telephone conference call with the joint committee members reported she had requested additional levy dollars in the amount of \$18,255 to fund a full time position Environmental Health Position. Sampson further reported that her budget could accommodate a .50 FTE position with no financial implication to the county levy.

#### Economic Development

Economic Development Coordinator Mike Welch appealed to the joint committee members to reinstate the \$50,000 that had been cut from his 2008 Budget.

#### Highway

Highway Commissioner Steve Warndahl had a tape-recorded statement for the joint committee members. Warndahl reported that since the previous request, changes had occurred in his department and he was, therefore, withdrawing his request for a Technical Mechanic Position. Highway Office Manager Kathy Bohn reported that by re-writing the present job description, there would be about a \$2,020.00 in savings. He also stated that the Highway Department would be following the Joint Committee's recommendation to utilize funding from an existing Heavy Equipment Operator Position to fund and fill the vacant, unfunded Foreman Position.

#### Clerk of Court

Clerk of the Circuit Court Lois Hoff appealed to the joint committee members to authorize a 1.0 FTE Clerk Position for her department to commence in 2008.

#### Human Services

Human Services Fiscal Manager Pat Kirkwood was present for the Human Services 2008 Budget Appeal. The joint committees requested that Rich Kammerud be present for the appeal process and Kammerud joined the meeting. The joint committee members discussed rent reimbursements, Maximus, purchased services, residential treatment and the Contingency Fund. They further discussed step increases and union wage increases.

#### Land, Water and Resources

Land, Water and Resources Director Tim Ritten appealed to the joint committees to allow him as the Director of his Department to make cuts where he felt would be appropriate to come up with a \$50,000 2008 Budget reduction.

**Moved by Newville/Friberg on behalf of the Personnel Committee to not cut the Golden Age Manor Transportation Aide position. 3-1, Motion carried by voice vote.**

**Moved by Newville/Friberg on behalf of the Personnel Committee to set the Golden Age Manor Activity Aide Position at a 2.0 FTE, or a reduction of 1.1 FTE. 3-1, Motion carried by voice vote.**

**Moved by Schmidt/Newville on behalf of the Personnel Committee to accept the appeal withdrawal of Parks, Buildings, Recycling and Waste Management Debbie Peterson for the increase of the Office Manager Position from a .8 FTE to a 1.0 FTE. Motion carried by voice vote.**

**Moved by Friberg/Newville on behalf of the Personnel Committee to approve the Environmental Health Technician Position at a 0.5 FTE with no cost to the County levy and to move the Position to the top of the Ranking List in the 1,2,3 category. Motion carried by voice vote.**

**Moved by Newville/Friberg on behalf of the Personnel Committee to eliminate the 1.0 FTE Heavy Equipment Operator Position and with realized dollar savings to fund the Foreman Position left vacant and unfunded in 2007 and to accept the withdrawal request for the Technical Mechanic Position. Motion carried by voice vote.**

**Moved by Schmidt/Arcand to increase the Clerk of Court .50 FTE Position to a .80 FTE Position. 1-3, Motion failed by voice vote.**

**Moved by Friberg/Schmidt to eliminate a 1.0 FTE Position in the Land, Water & Resource Department under the Director's discretion beyond the currently employed staff to bring the total staff count within the Department to a total of 7.0 FTE's. 3-1, Motion carried by voice vote.**

**Moved by Friberg/Schmidt on behalf of the Personnel Committee to approve the elimination of the Child Support Specialist 2.0 FTE Positions and to establish a new 1.0 FTE Lead Child Support Specialist Position. 4-0, Motion carried by voice vote.**

**Moved by Bergstrom/Larsen on behalf of the Finance Committee to eliminate 10, 11 and 12 from "Resolution - Establishment of New Positions for 2008 and Elimination and/or Change of Status for Existing Positions. 5-0, Motion carried by voice vote.**

**Moved by Jepsen/Larsen on behalf of the Finance Committee to accept the final staffing recommendations of the Personnel Committee. 4-1, Motion carried by voice vote.**

**Moved by Newville/Friberg on behalf of the Personnel Committee to submit "Resolution - Staffing Plans for 2008" as presented. 4-0, Motion carried by voice vote.**

**Moved by Larsen/Bergstrom on behalf of the Finance Committee to approve "Resolution - Staffing Plans for 2008" as presented. 5-0, Motion carried by voice vote.**

**Moved by Schmidt/Friberg on behalf of the Personnel Committee to adjourn. 4-0, Motion carried by voice vote. Meeting adjourned at 5:05 p.m.**

**Moved by Jepsen/Larsen to approve "Resolution - Polk County Annual Vehicle Registration Fee Ordinance" and to forward on to the full County Board with recommended approval. 5-0, Motion carried by voice vote.**

**Moved by Johnson/Jepsen to approve "Resolution - Initial Resolution Authorizing General Obligation Bonds in an Amount not to Exceed \$15,500,000" and to forward on to the full County Board with recommended approval. 5-0, Motion carried by voice vote.**

**Moved by Larsen/Bergstrom to approve "Resolution - Providing for the Sale of \$10,000,000 General Obligation Corporate Purpose Bonds" and to forward on to the full County Board with recommended approval. 5-0, Motion carried by voice vote.**

**Moved by Bergstrom/Johnson to cut the Human Services 2008 Budget by \$360,000. 5-0, Motion carried by voice vote.**

**Moved by Bergstrom/Jepsen to reduce the Highway Department's 2008 levy request by \$400,000 and replace it with a Wheel Tax revenue of \$400,000. 5-0, Motion carried by voice vote.**

**Moved by Johnson/Bergstrom to pull \$150,000 from the Lime Quarry in the year 2008. Discussion followed. Johnson withdrew his motion and Bergstrom withdrew his second to the motion.**

**Moved by Johnson/Bergstrom to pull \$50,000 from the Lime Quarry in the year 2008. 5-0, Motion carried by voice vote.**

**Moved by Jepsen/Larsen to use Undesignated Fund Balance to balance the 2008 Budget in an amount not to exceed \$150,000. 5-0, Motion carried by voice vote.**

**Moved by Bergstrom/Jepsen to set aside \$250,000 from the Undesignated Fund to cover the 2007 projected loss, based on historical trends, of the Golden Age Manor. 5-0, Motion carried by voice vote.**

**Moved by Larsen/Johnson to remove \$300,000 from the Highway 2008 Budget for Equipment and to finance said Equipment through other sources. 5-0, Motion carried by voice vote.**

**Moved by Johnson/Jepsen to approve "Resolution Declaring the Need to Design and Construct a Public Works Campus for Polk County" and to forward on to the full County Board with recommended approval. 5-0, Motion carried by voice vote.**

**Moved by Larsen/Jepsen to approve the 2008 Budget and to forward on to the full County Board for review in October, 2007 with recommended approval as to the amended changes as of October 4, 2007. 4-1, Motion carried by voice vote.**

**Moved by Bergstrom/Johnson to adjourn. 5-0, Motion carried by voice vote.**

Meeting adjourned at 7:32 p.m.

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