

## FINANCE COMMITTEE MEETING MINUTES

The Polk County Finance Committee met in the Second Floor East Conference Room of the Polk County Government Center at 2:00 p.m. on December 5, 2007.

Present: Mick Larsen  
Gary Bergstrom Neil Johnson

Absent: Larry Jepsen  
Gerald Newville

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

Vice Chair Gary Bergstrom called the meeting to order at 2:16 p.m.

**Moved by Larsen/Johnson to strike No. 6 - Surveillance RFP, and to move No. 4 - Investment Plan to fall under No. 1 and to approve the Amended Agenda as published. Motion carried by voice vote.**

**Moved by Johnson/Larsen to approve the previous minutes of November 21, 2007 with the following amendment: To strike "Larry Jepsen" from the Closed Session Roll Call and to change 5-0 to 4-0. Motion carried by voice vote.**

**Moved by Larsen/Johnson to change the October 10, 2007 Finance Minutes motion under "Register of Deeds" to read: *Moved by Jepsen/Larsen to authorize the transfer of not to exceed \$23,000 from the Register of Deed's 2007 Personnel line item budget due to realized savings in her Personnel budget to the Register of Deed's 2007 Furniture line item budget.* Motion carried by voice vote.**

The committee members discussed the upcoming calendar and agreed to meet in December on December 5, 2007. The next meeting after December 5 will be on January 9, 2008.

### Treasurer

Treasurer Amanda Nissen submitted *Treasurer's Office Updated Dated December 5, 2007* for the committee member's review. Nissen reported on the tax calculation process, Outstanding Tax Certificates, Interest Earned on Tax Certificates, Cash Balance and Monthly Interest in Checking Account, Investments and Sales Tax.

### Investment Plan

Finance Director Tonya Weinert and Treasurer Nissen handed out *"Portfolio Strategy Statement for Polk County, Wisconsin - November 30, 2007 prepared by Robert Moore"* for the committee member's review.

### Information Technology

Information Technology Director Todd Demers submitted *Finance Report for Committee Dated 12-05-2007* for the committee member's review. Demers reported he had used 911 Grant Funding to offset the costs incurred from the recent spam. Demers requested to move not more than \$17,000 from his Personnel line item budget to his Operations and Repair line item 2007 budget. **Moved by Larsen/Johnson to move not more than \$17,000 from the IT Personnel**

**line item 2007 budget to the IT Operations and Repair line item 2007 budget. Motion carried by voice vote.**

Demers further reported on the Surveillance System Upgrade, the VLAN Segmentation, upcoming Non-rep Performance Review, the Register of Deed's wiring and the Swanson Commissary.

Bergstrom reported that the Golden Age Manor was in need of ten (10) new computers due to software requirements. The Finance Committee directed Demers to contact the Golden Age Manor and to work with and assist Administrator Gary Taxdahl and GAM personnel in determining the best product and pricing for the replacement computers.

#### Clerk of the Circuit Court

Clerk of the Circuit Court Lois Hoff requested to transfer not more than \$12,000 from her Personnel 2007 line item budget to her Office Equipment 2007 line item budget for the purpose of replacing furniture and changing the layout of the present office. **Moved by Johnson/Larsen to authorize the transfer of not more than \$12,000 from the Clerk of Court's 2007 Personnel line item budget to the Office Equipment line item budget.** Discussion followed. **Motion failed by voice vote.** Hoff reported she had saved the County well over \$14,000 in personnel costs by not hiring temporary help and that she would not be working overtime in the future, since the transfer was not approved.

#### Human Services Financial Update

Human Services Fiscal Manager Pat Kirkwood updated the finance committee members with end of October 2007 numbers. Kirkwood reported that they were \$12,000 over budget but that a grant would be coming in November/December 2007 for \$75,000. Kirkwood reported that part of the difference in the budget was due to increased costs for Worker's Compensation and Liability Insurance in the amount of \$62,000 which had been unbudgeted for in the 2007 budget. Weinert reported that the insurance premiums had not been allocated properly in the past and that numbers were back on track for the 2008 budget. Kirkwood reported she would come back to the Finance Committee in January 2008 with another budget update.

#### Department of Administration

Finance Director Tonya Weinert reported on the status of the Public Works Campus RFP, the pop fund status as discussed at a recent Department Head meeting and possible gratuity included in the \$35.00 per diem employee meal maximum. Weinert further reported that she was continuing to work with Stifel, Nicolaus & Company and Moody's with bonding and ratings. Weinert updated the committee members with the upcoming audit schedule, year end deadlines, accruals and unearned revenues. Bergstrom noted that departments did not have the 2-cent 2008 mileage increase budgeted which could cause 2008 budget concerns for some departments.

**Moved by Johnson/Larsen to approve bills and vouchers numbered 234338-235019 dated December 5, 2007. Motion carried by voice vote.**

**Moved by Larsen/Johnson to adjourn. Motion carried by voice vote.**

Meeting adjourned at 4:20 a.m.