



DEPARTMENT OF ADMINISTRATION FINANCE COMMITTEE MEETING

Polk County Government Center
Second Floor East Conference Room
100 Polk County Plaza
Balsam Lake, WI 54810

***AMENDED June 8, 2011, 11:46AM**

June 8th, 2011 2:00 p.m.

Open Session

(A quorum of the County Board or Governing Committees may be present.)

Call to order

Accept Agenda

Approval of **May 11th, 2011** Minutes

Public Comments

Committee Calendar/Agenda/s: Next Finance meeting July 6th, 2011, County Board meeting is June 21th.

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.

Treasurer- Amanda Nissen

Annual Report

Information Technology- Todd Demers

Office Update

Virtual Environment Presentation

***Resolution- Dana Frey**

Resolution to approve Web- based Electronic Records System Project for the Golden Age Manor Nursing Home.

County Administrator- Dana Frey

2012 budget process

Budget policy

Financial reports

2011 budget execution

Department update/status

Finance – Maggie Wickre

Fleet One Card

Vouchers

Office Update

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.

Polk County Finance Committee
Polk County Government Center, 2nd Floor East Conference Room
100 Polk County Plaza, Balsam Lake, Wisconsin 54810
Minutes of June 8th, 2011 Meeting

Chairman Gary Bergstrom called the meeting to order at 1:58 p.m.

Present for finance committee: Brian Masters
Neil Johnson
William Johnson
Kathy Kienholz
Gary Bergstrom

Also present: Dana Frey, county administrator Maggie Wickre, finance manager
Todd Demers, information technology Amanda Nissen, treasurer
Jeff Fuge, corporate counsel

Motion by N Johnson / W Johnson to approve the agenda; carried by voice vote.

Motion by Masters / Kienholz to approve the minutes of May 11th, 2011 meeting; carried by voice vote.

Public comment.

None

Committee calendar / agenda(s).

Finance meetings for July will be the 13th and 27th, 2011, County Board meeting June 21st.

Treasurer's office.

Treasurer Amanda Nissen handed out and discussed her 2010 annual report.

Motion by W Johnson / Kienholz to approve 2010 annual report; carried by voice vote.

Information Technology.

Director Todd Demers handed out and discussed status of I.T. department as of June 8th.

Mr. Demers did presentation on Virtual Environment.

County Administrator.

County Administrator Dana Frey handed out and discussed a copy of a resolution to approve web-based electronic records system project for the Golden Age Manor Nursing Home.

Motion made to strike in 1st paragraph "pursuant to a plan of corrective action" by Kienholz / Masters and to recommend moving the resolution to county board; carried by voice vote.

County Administrator Dana Frey handed out and discussed information on:

- Policy 881, Staffing and Position Administration

June 8, 2011

- Budget Preparation and Execution

Mr. Frey discussed 2012 budget process, having budget information by July, the economic and revenue outlook, and incorporating all fees into one schedule to be approved by the County Board in August.

Finance manager.

Finance manager Maggie Wickre spoke on Voyager Fleet Cards.

Motion by W Johnson / Masters to approve vouchers numbered 280145 – 280927 and dated 6/8/11; carried by voice vote.

Committee Observations.

Motion by N Johnson / Masters to adjourn; carried by voice vote.

Adjourned at 4:04 PM.