

## FINANCE COMMITTEE 2<sup>nd</sup> AMENDED AGENDA

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

**June 3, 2009 3:00 p.m.**  
**2<sup>nd</sup> AMENDED June 1, 2009**  
**Open Session**

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

Call to order  
Accept Agenda  
Approval of Minutes of the Previous Meeting  
Public Comments  
Committee Calendar/Agenda/s

*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.*

1. Information Technology – Todd Demers
  - Office Update
2. Treasurer – Amanda Nissen
  - Office Update
  - Resolution Opposing the 2009 State Assembly Bill 149
3. County Clerk – Carole Wondra
  - Office Update
  - Possible Additional DVM Duties
4. County Investments –
- \*5. \* Resolution to Authorize Reimbursement of Attorneys Fees Pursuant to Wisconsin Statute Section 895.35 – Jeff Fuge
- \*\*6. \*\*Resolution – Cost Saving Measures for Personal Costs & Supervisor Reimbursements – Jeff Fuge
7. County-wide Time Keeping System - Kronos
- \*\*8. Stimulus Funding Update
  - RFP's
  - Application Requirements
  - General Discussion
  - \*\* Resolution in Support of the Stimulus Funding Application
9. 2010 Budget Discussion
10. Department of Administration/Finance - Tonya Weinert
  - 2008 Audit Update
  - 2008 Annual Department Report
  - Bills and Vouchers
  - Office Update
11. Committee Observations

**Adjournment (Agenda not necessarily presented in this order.)**

**Copies to: Sent 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.

# FINANCE COMMITTEE MEETING MINUTES

The Polk County Finance Committee met in the Second Floor East Conference Room of the Polk County Government Center at 3:00 p.m. on June 3, 2009.

Present for Finance: Gary Bergstrom Brian Masters  
Kathryn Kienholz Mick Larsen

Also Present for Finance: Tonya Weinert Amanda Nissen Todd Demers Andrea Jerrick  
Carole Wondra Jeff Fuge Sheriff Tim Moore

Chairman Gary Bergstrom called the meeting to order at 3:10 pm

**Moved by Kathy/ Mick to approve the Agenda as published. Motion carried by voice vote.**

**Moved by Mick / Brian Masters to approve the Minutes of May 13, 2009 meeting. Changes made by Chairman Gary Bergstrom in 2010 Budget Discussion paragraph. Gary stated when future cuts are brought before departments, the department heads will make decisions on programs. If 3 million short, likely need to lay off of 30 persons or more. This discussion needs to start at General Board or executive committee looking at direction to finance and personnel the percent of total reductions should be made per department. Finance will discuss at next meeting. Remove Chair person before Kathryn's name. Moved to accept changes by Brian Masters / Kathryn. Motion carried by voice vote.**

**No Public Comments**

**Committee Calendar/ Agenda/s: Finance meeting June 10th @ 1:00pm.**

## Information Technology

Todd Demers Information Technology Department Head handed out Finance Report as of May 27, 2009 in the amount of \$6,398.35. Todd Demers stated Information Technology is nearly ready to install the wireless access points in the Public Health and in the Emergency operating center. Todd expects this will be operational by the end of June. The E911 phone project set date is July 6th or 7th. Todd stated the personnel committee approved the Email Acceptable Policy Use 903 at their May 14th meeting. It will now be up for approval at the June 16th Board meeting. Training is being set up for the use of the Email system between July 6th and 17th. Todd stated Information Technology department plans to train all 350 county email users and supervisors. Information Technology department are making plans to meet with the Kronos team on June 15th to start the implementation planning phase of the Timekeeping System.

## Treasurer

Treasurer Amanda Nissen handed out office update as of June 3, 2009. Amanda stated she will attend the WCTA/WACO conference on June 10th - 12th. This is at no cost. Ms. Nissen also stated the part time Administrative Assistant position has been posted in newspapers.

Amanda handed out Financials. Outstanding tax certificates for May 2009 \$70,153.42. Interest earned on tax certificates \$15,662.42. Cash balance and monthly interest in checking account \$17,622.62. Investments CD \$2,500,000.00, ICM, LLC and Bob Moore \$5,500,000.00. US Bank, Bremer money market \$4,000,000.00. Total investment fund \$12,000,000.00 as of May 11, 2009.

Resolution opposing 2009 State Assembly bill 149 was handed out, as well as a copy of the 2009 Assembly bill 149 by Treasurer Amanda Nissen. The assembly proposes reducing the interest rate for unpaid taxes from twelve percent to six. If adopted the reduced interest rate would result in a loss of revenue. Ms Nissen stated tax payers should be treated all the same. The interest rate Amanda feels should be started next year. Other counties have passed this resolution. **Motion made by Mick/ Kathryn to move to County Board. Motioned carried by voice vote.**

#### County Clerk

Carole Wondra County Clerk will be attending a conference on June 22nd - 24th. Ms Wondra stated they are looking at additional DVM duties. Carole stated we currently offer temporarily plates for new and used vehicles at a cost of \$5.00. TriVIN is a software company that would allow us to offer Title processing, Registration and Renewal tabs. There is no cost setting up and county can opt out at any time. Increase earnings for the county would be \$11.85 for each title transaction and \$6.85 for each registration renewal transaction. Carole checked with other counties currently providing this service and using TriVIN and has received positive feedback. Department of Natural Resources is looking at the county to help. Carole stated maybe at the end of June to start and advertise on County Website to get the word out. **Motion to approve and move forward made by Brian Masters/ Mick. Motioned carried by voice vote.**

#### Resolution to Authorize Reimbursement of Attorneys Fees Pursuant to Wisconsin Statute Section 895.35

Corporation Counsel Jeff Fuge went over Resolution to authorize reimbursement for Law Enforcement Officer Arling Olson case. The amount of attorney fees and related legal expenses are \$18,032.56. Mr. Fuge recommends this be paid in full. Mr. Fuge feels \$275.00 an hour is reasonable for a private attorney. Tonya Weinert Finance Director recommends this reimbursement come from the General Fund and this request is based on statute. Corporate Counsel Jeff Fuge stated he does not know if more money will be asked down the road. Jeff Fuge stated we cannot change Statute and have no other choice to pay. **Motion made by Kathryn/ Mick to move to County Board meeting. Brian Masters would like an Amendment stating full and final fees for Deputy Olson. Motion made by Brian/ Mick. Motioned carried by voice vote.**

#### Resolution – Cost Saving Measures for Personal Costs & Supervisor Reimbursements

Corporation Counsel Jeff Fuge discussed Resolution on Cost Saving Measures for Personal Costs & Supervisor Reimbursements. The Personnel Committee has recommended that Polk County implement cost saving measures that involve the wages of all employees, non-represented and represented, and the mileage reimbursements to members of the Polk County Board of Supervisors. Mick Larsen stated mileage reimbursements should be also taken away from citizen committee members. Gary Bergstrom recommended this for next year's budget. **Motion made by Brian Masters/ Kathryn to move to County Board. Gary Bergstrom opposed stating to change #3 to include citizen's suspensions. No action was taken.**

#### County-wide Time Keeping System - Kronos

Tonya Weinert Finance Director stated the Kick off meeting is scheduled for June 15th to develop plan and timelines. Kronos team members are Deb Peterson, Andrea Jerrick, Todd Demers and Tonya. Andrea Jerrick will remain Project Manager. Project team will meet weekly to keep the project on track. GAM is currently slated to be the first Department to go live.

#### Stimulus Funding Update

Finance Director Tonya Weinert met June 1st with Kathryn Kienholz, Duana Bremer, Jeff Peterson and Bob Kazmierski. The meeting was for discussion in completing the application. Currently \$12 million has been allocated for rural communities. Applications which contain "Leverage Dollars" receive more point throughout the appropriation process. Ms Weinert handed out Resolution to Support the

Participation in Obtaining Stimulus Funding allocating "Leverage Dollars" in the amount of \$45,000, with the recommendation the funds be obtained from the General Fund if needed. SEH has created the specs and other items needed for the various projects at GAM. Tonya stated June 12th there is an open house with a walk through so every contractor has a chance to review the projects and SEH will be coordinating that effort. Bids will be open June 17th. **Motion made by Mick/ Kathryn to move to County Board. Motioned carried by voice vote.**

#### 2010 Budget Discussion

Tonya Weinert Finance Director requested Updated 2009 Projections of Budget vs. Actuals from each department. This intent is to have the information available for the Executive Meeting June 12<sup>th</sup>. In addition the breakdown on \$3 million shortage will be available. There was some discussion about employee furloughs - one day a month, reduction of hours or 4 day weeks to save money vs. lay-offs.

Ms Weinert is preparing several documents per Chairman Bryan Beseler's request. Documents such as 2009 Re- projections, 2010 projections, 2010 budget cycle and schedule and explanation of 2010 potential shortfall of 3 million.

#### Department of Administration/Finance

Finance Director Tonya Weinert handed out several documents. Information Center's Month Report for April 2009, Memos released by the WCA regarding the State's budget, Department of Administration Update and Required Voucher Documentation at GAM's request.

Tonya noted Department of Administration met with Finance staff at GAM on May 27th. Discussion included vouchers, aging accounts receivables, recording of monthly deposits, reconciliations of residents trust accounts and bank statements and proper use of petty cash.

Tonya stated 2008 Audit is complete. The Exit Interview is scheduled for June 10th at 1:00 with LarsonAllen. Indirect cost allocation has been completed and final document is coming from Sequoia. Scheduling is being sought for a Finance Committee meeting in July with Bob Moore from ICM to update the committee regarding county's investments.

Staff is working on 2009 Wage adjustments per Union Contracts and preparing the data for 2010 budget, researching and drafting a Petty Cash Policy, and Staff is continuing to work on the multiple county training the DOA will be hosting on July 23rd.

**Bills and Vouchers Moved by Brian Masters / Kathryn to approve Vouchers numbered 255581-256601 dated 6/3/09. Motion carried by voice vote.**

**Adjournment @ 5:48 PM. Moved by Brian Masters/ Mick to adjourn. Motion Carried by voice vote.**

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