

FINANCE COMMITTEE AMENDED AGENDA

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

May 13, 2009 2:00 p.m.
Second Amended May 11, 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
 - Annual Report for 2008
2. Treasurer – Amanda Nissen
 - 2008 Annual Report
3. County Clerk – Carole Wondra
 - 2008 Annual Report
- *4. ~~*Co-location and Possible Relocation of the County Clerk & County Treasurer's Offices~~
5. County Investments –
- *6. *2010 Budget Discussion
7. Department of Administration/Finance - Tonya Weinert
 - 2008 Audit Update
 - Lime Quarry Update
 - Polk County Adult Development Center – Rent Charge
 - Bills and Vouchers
 - Office Update
 - GAM Update
8. Committee Observations
- **9. **Golden Age Manor Financing

Adjournment (Agenda not necessarily presented in this order.)
Copies to: 2nd Amended Agenda to County Clerk on May 13, 2009

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 2:00 p.m. on May 13, 2009.

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

Also Present for Finance: Tonya Weinert Amanda Nissen Todd Demers
Carole Wondra Member of Press Bob Dueholm

Chairman Gary Bergstrom called the meeting to order at 2:03 pm

Moved by Bryan Beseler/ Mick to approve the Agenda as published. Motion carried by voice vote.

Moved by Bryan Beseler/ Kathryn to approve the Minutes of April 29, 2009 meeting. Motion carried by voice vote.

No Public Comments

Committee Calendar/ Agenda/s : Next Finance Meeting May 27, 2009. Board Meeting May 19, 2009.

Information Technology

Todd Demers Information Technology Department Head handed out Finance Report as of May 13, 2009 in the amount of \$14,450.53. Todd Demers stated Information Technology completed the VPN project for Home Care. The hand held computers for Health Aide Project have been ordered and delivered. Todd Demers also stated the Video conferencing Project contractor will be Simply Automation out of Eau Claire, WI. This project is not to exceed \$17,000 and funding will come from IT Professional Services budget.

Information Technology Department is assisting Parks and Buildings on new camera installs for Government Center. Four camera Installations will take place by doors. Project timeline to be completed by end of May or early June. Email Policy 903 will be reviewed May 14th by the Personnel Department per Todd Demers.

Department Head Todd Demers asked for comments regarding the Annual Report for 2008; which was distributed during the April 29th, 2009 Finance Meeting. **Motion made by Kathryn/ Brian Masters to move to County Board. Motioned carried by voice vote.**

Treasurer

Treasurer Amanda Nissen asked for comments regarding the Annual Report for 2008; which was distributed during the April 29th, 2009 Finance Meeting. Amanda also handed out the Cover Letter for Annual Report. **Motion made by Mick/ Brian Masters to move to County Board. Motioned carried by voice vote.**

Finance Director Tonya Weinert stated they were trying to schedule Bob Moore from ICM LLC, possibly for the Finance Meeting on July 8th. Amanda handed out Polk County Investments update. Amanda stated there were 2, 6 month CD's for \$250,000 each opened at Associated Bank and Sterling Bank.

Investments breakdown as follows: CD \$2,500,000.00, ICM LLC, Bob Moore \$5,500,000.00 and US Bank, Bremer Bank Money market \$4,000,000.00. Totaling \$12,000,000.00.

County Clerk

Carole Wondra County Clerk asked for comments regarding the Annual Report for 2008; which was distributed during the April 29th, 2009 Finance Meeting. **Motion to approve made by Mick/ Bryan Beseler to move to County Board. Motioned carried by voice vote.**

2010 Budget Discussion

Finance Director Tonya Weinert stated Adult Development Center rent has been adjusted for 2009 starting June 1st from \$5,000.00 to \$2,500.00.

Ms Weinert stated the Sales Revenue and Investment Earnings for the County are lower then the projections from the Fall of 2008. Estimated 1.8 million short for Highway Department. Chairman Gary Bergstrom recommends laying 30 employees off. Gary stated he would like to see this brought to County or executive board at June meeting. Brian Masters agreed. Chair person Kathryn Kienholz suggested Board to address service cuts rather than staff personnel.

Finance Director Tonya Weinert stated Multi year budget of 2 to 5 years had been mentioned as for future consideration. Those budgets projections are highly dependent on the Departments ability to estimate and project future revenue sources and expenditures. Bi Annual Budget can be developed but the County would only adopt the 2010 Budget in November. Ms Weinert would like Finance Committee to think about this and leave on agenda to provide further direction. This would be a very large undertaking on everyone's part. If this was going to the directive the sooner we can allocate time to develop the spreadsheets the better.

Department of Administration/Finance

Tonya Weinert Finance Director stated the audits are wrapping up. Auditors will be at June 10th meeting possibly with books.

Ms Weinert stated QuickBooks has been updated at the Lime Quarry. Scale is feeding into software and all sales are being scaled now.

Tonya is hoping to have the 2008 Annual Report and Exit Interview with the Auditors at the June 10th meeting.

Time Keeping System will be discussed also at May 27th Finance meeting. Ms Weinert stated Work Comp audit is scheduled next week on May 20th. Tonya sent email to departments in regards to time lines on payroll.

Tonya Weinert is still processing GAM meeting from May 12th. Purchasing Agent needs to point someone for Training for Stimulus Package. Specs are very in depth, statement of criteria, rules and compliance to get grants. ACH will do specs for GAM. Bob Sworski and staff.

Bills and Vouchers Moved by Mick / Brian Masters to approve Vouchers numbered 255134-255580 dated 5/13/09. Motion carried by voice vote.

Golden Age Manor Financing

Supervisor Bob Dueholm handed out Golden Age Financing and Building Advances from County worksheet through year of 2017. Bob Dueholm asked to finance all assets and not spend the 2008 funds

of profit. Chairman Gary Bergstrom doesn't think we should bottle up funds when the county needs it. Financing anything Mr. Dueholm states GAM recovery. Mr. Dueholm stated GAM doubled expenditures for there bed tax. GAM will lose outside revenue and are in need of support from the legislature.

Adjournment @ 4:11 PM. **Moved by Kath / Mick to adjourn. Motion Carried by voice vote.**

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