

## **FINANCE COMMITTEE AMENDED AGENDA**

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

**July 8, 2009 2:00 p.m.**

**\*Amended on July 6, 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. Treasurer – Amanda Nissen
  - Office Update
  - Resolution to Designate Finance Institutions as A Public Depository
2. County Clerk – Carole Wondra
  - Office Update
  -
- \*3. Information Technology – Todd Demers
  - Office Update
  - \*Resolution to Recognizing All County Entities as One Network
4. Highway Department – Steve Warndahl
  - Equipment Bids
- \*5. Lime – Judy Glenna
  - ~~Equipment Bids~~
6. Golden Age Manor Facility Bids -
7. 2010 Budget Discussion
  - Windows
  - Roof
  - Carpeting
  - Resolution for Recommendation of Bid Awards and Funding Sources
8. Department of Administration/Finance - Tonya Weinert
  - Stimulus Funding Update
  - Kronos Update
  - Bills and Vouchers
  - Office Update
9. Committee Observations
- \*10. Monthly Financial Reporting

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

**Copies to: Amended Agenda 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 2:00 p.m. on July 8, 2009.

Present for Finance: Bryan Beseler Brian Masters  
Mick Larsen

Also Present for Finance: Tonya Weinert Amanda Nissen Todd Demers  
Carole Wondra

Mick Larsen called the meeting to order at 3:05 pm

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

**Moved by Brian Masters/ Bryan Beseler to approve the Minutes of June 3, 2009 meeting. Motion carried by voice vote.**

**Public Comments: Nancy Anderson from Human Services Department**

**Committee Calendar/ Agenda/s: Finance meeting July 22nd @ 2:00pm.**

## Treasurer

Treasurer Amanda Nissen handed out office update as of July 8, 2009. Amanda stated she attended the WCTA/WACO conference on June 10th -12th, which was very good. Ms. Nissen stated 170 applications were received for the part time Administrative Assistant position. Interviews are scheduled July 9, 2009.

Amanda handed out Financials. Outstanding tax certificates for June 2009 \$101,046.95. Interest earned on tax certificates \$20,807.36. Cash balance and monthly interest in checking account \$16,076.76. Investments CD \$2.5 million, ICM, LLC and Bob Moore \$5.5 million. US Bank, Bremer money market \$4 million. Total investment fund \$12,000.000.00 as of July 6, 2009.

Ms. Nissen and Finance Director Tonya Weinert will meet next week to discuss Cash Flow. Amanda noted 14,000 tax statements have been mailed out. Ms. Nissen stated she will be absence for July 22nd Finance Meeting.

Treasurer Nissen handed out Resolution #0209 to Designate Finance Institutions as A Public Depository for CD's. **Motion made by Bryan Beseler/ Brian Masters to approve. Motioned carried by voice vote.**

## County Clerk

County Clerk Carole Wondra discussed timelines and elections. Carole stated dual languages may become a reality due to the upcoming census even the need for an interpreter at poll site is a possibility. This would increase cost.

Ms. Wondra handed out fee schedules for marriage license from across the state. As of August 1, 2009, the clerks office will be offering Declarations of Domestic Partnerships for same sex couples. Fees for the declarations will be the same as the marriage fees. Carole noted the current Polk County fee is \$55.00 Carole would like to see this increase to \$75.00 or \$80.00 noting other counties are in

that range. Waiver fee is \$10.00 and will remain at \$10 for now. This will be discussed further at the July 22nd Finance Committee meeting.

Carole stated her office is in charge now of separating US mail to Polk County employees. Supplies and Training on DMV should start August 1, 2009.

#### Information Technology

Todd Demers Information Technology Department Head handed out Finance Report as of June 24th and July 8th, 2009. June 24th report total \$21,543.53. July 8th total \$7,347.35.

Todd Demers stated Information Technology department finished the wireless technology project.

The additional cameras at Government Center is nearly completed. The surveillance server is here and needs to be configured. Project is expected to be completed by the end of July.

Mr. Demers stated the Email Policy has been adopted as of June 16th by the county board. Training of the email policy has been scheduled from July 6th thru July 17th.

Todd Demers discussed Resolution to Recognizing All County Entities as One Network. This would mean all entities would be on one network. **Motion made by Bryan Beseler/ Brian Masters to approve. Motioned carried by voice vote.**

#### Golden Age Manor Facility Bids

Finance Director Tonya Weinert stated SEH reviewed Window and Roof Bids. An RFP for the Carpet has been reissued due to no one responding previously. There is a Mandatory Carpet pre-bid meeting scheduled at Golden Age Manor July 9th, 2009.

Ms Weinert stated the window bids came in at \$138,353.00 for the low and \$199,800.00 for the high. SEH wants the low bid.

Tonya Weinert discussed Stimulus package deadlines that has been pushed back a month. Tonya stated if we start working on Window and Roof Projects we might not receive Stimulus money. Roof bids range from \$474,994.00 to \$490,000.00. Alternate bid for skylights are \$9,000.00 to \$11,000.00. It was recommended that the skylights be done at the same time the new roof is installed. Weinert discussed the Roof repair was based on Federal Wages which is higher than State wages. Ms. Weinert stated if Stimulus money does come through then wage requirement should be re-addressed.

County Board Chair Bryan Beseler stated the Executive Committee will have to make decision who has oversight of that county building.

Finance Director Tonya Weinert stated that carpet bid will need to include state wages beings its a state facility.

#### Department of Administration/Finance

Finance Director Tonya Weinert noted Hwy Y project will not receive Stimulus money. There has been some notification that the Amery and Dresser Trail will receive some Stimulus Funding, but we are waiting to receive the award letter.

Tonya stated Kronos project team meets on Monday's. Golden Age Manor is still first on list.

Ms. Weinert noted the Auditors will be at the Board meeting July 21st to review the 2008 Audit.

**Bills and Vouchers Moved by Bryan Beseler / Brian Masters to approve Vouchers numbered 256718-257796 dated 7/8/09. Motion carried by voice vote.**

Monthly Financial Reporting

Supervisor Dean Johansen discussed the possibility of receiving the Monthly Financial Report on a Quarterly basis.

**Adjournment @ 3:13 PM. Moved by Bryan Beseler/ Brian Masters to adjourn. Motion Carried by voice vote.**

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