

## FINANCE COMMITTEE AGENDA

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

**July 22, 2009 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 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. Corporation Counsel – Jeff Fuge
  - Authorization to transfer funds from certain lines in Child Support Agency budget to Corporation Counsel's departmental budget, (Legal Services), to fund legal expenses on termination of parental rights cases.
  - Amendment of 2009 budget with respect to Child Support expenditures
  - Recommendation on additional CC/CSA staff and computer purchases for 2009
2. County Clerk – Carole Wondra
  - New Fee Schedule and Resolution
3. Lime – Judy Glenna
  - Equipment Bids
4. Golden Age Manor Facility Bids –
5. Information Technology – Todd Demers
  - 2010 Staff Planning
  - 2010 Budget
6. 2010 Budget Discussion & Recommendations
  - Executive Committee's Recommendations & Guidelines
  - County Board's Recommendations & Guidelines
  - Finance Committee's Recommendations & Guidelines
  - Personnel Committee's Recommendations & Guidelines
    - 4 Day Work Week
    - Early Retirement Packages
    - Other Options?
  - 2010 Capital Improvement Plan (CIP)
  - Long-term Financing Options
7. Department of Administration/Finance - Tonya Weinert
  - Stimulus Funding Update
  - Kronos Update
  - Bills and Vouchers
  - Office Update
8. 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 2:00 p.m. on July 22, 2009.

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

Also Present for Finance:    Tonya Weinert            Jeff Fuge  
   Carole Wondra

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

**Moved by Mick Larsen / Brian Masters to approve the Agenda as published with the exception of striking Number 5, Information Technology Department, Todd Demers. Motion carried by voice vote.**

**Moved by Mick Larsen / Brian Masters to approve the Minutes of July 8th, 2009 meeting. Motion carried by voice vote.**

**Public Comments: None**

**Committee Calendar/ Agenda/s: Finance meetings for August are 12th and 26th. County Board meeting August 18th.**

## Corporation Counsel

Counsel Jeff Fuge distributed hand outs of Action of Recommendation, Monthly Report, Resolution for New position request and job description.

Mr. Fuge would like a motion for Authorization to transfer funds from certain lines in Child Support Agency budget to Corporation Counsel's departmental budget, Legal Services in the amount of \$3007.00. Motion was made to approve transfer funds by Brian Masters/ Mick Larsen. Motion carried by voice vote.

Counsel Fuge made a recommendation on Resolution to authorize the Acceptance and Appropriation of American Recovery and Reinvestment Act (ARRA) Funds for Polk County Child Support Program/ CY 2009 budget Amendment. This would be in the amount of \$14,000.00 of the ARRA Funds. Motion of approval made by Brian Masters/ Mick Larsen. Motion carried by voice vote.

Corporate Counsel Jeff Fuge made a Recommendation on additional CC/CSA staff and computer purchases for 2009. Motion of approval Mick Larsen/ Brian Masters. Sept. 30, 2009 to 2010. Limited Funded part time, \$5,700.00. Motion carried by voice vote.

## Lime

Judy Glenna stated AG committee met July 15<sup>th</sup> awarded the bid to Komatsu in the amount of \$189,564.00. This is with 1 year warranty. The 2009 Budget allocated \$200,000.00 for replacement of this equipment. The Equipment Fund contains \$212,000.00. The equipment is replaced every 5 years.

Golden Age Manor Facility Bids

Finance Director Tonya Weinert stated 2 carpet bids were received. The 2 bids were for \$82,900.00 and \$90,712.00 respectfully. Bids were sent to SEH for review.

Ms. Weinert stated the RFP included state wage rates. The County Board approved the replacement of the flooring during the April 2009 Board meeting based on a significantly lower estimates. Ms. Weinert was seeking direction as to whether the Finance Committee wished to take another resolution to the County Board for recertification due to the higher bid. **Motion of approval by Mick Larsen / Bryan Beseler to move forward and accept bids with no resolution. Motion carried by unanimous voice vote.**

2010 Budget Discussion & Recommendations

Finance Director Tonya Weinert and the Finance Committee discussed and developed the following guidelines for the 2010 Budget.

The Departments are required to construct their 2010 budget based on a Zero Levy Increase; meaning they are required to absorb the following expenditures based on your 2009 Levy Allocation:

Increases in personal costs such as the wages increases, health insurance changes etc.

Expenditures will be required to be reduced to correlate to reductions in "Other Revenue" such as State and Federal funding or reductions in fees, fines, changes for services.

The Finance Committee plans to allocate \$1.5M in Levy Dollars to fund Capital Improvement Projects (CIP) for 2010; for a total allocation of \$3.5M to CIP. Original request total was an estimated \$4.1M.

Departments are required to prepare a Position Paper in support of each Capital Improvement Project (CIP) to apply for the funding and obtain approval of their Governing Committee to submit their CIP for consideration of funding.

The Finance Committee is requesting the Personnel Committee to provide recommendations for Personnel Savings in the amount of \$1M through the various options and tools available to them such as but not limited to:

- a. 4 Day Work Week
- b. Early Retirement Incentives
- c. Unpaid Holidays
- d. Reduction in Hours – 9 hr work day for a total of 36 hours per week
- e. Reductions to Programs / Services
- f. Department / Services Consolidations
- g. Employee Concessions

**Motion of approval by Bryan Beseler/ Brian Masters. Motion carried by voice vote.**

Based on the estimated shortfall of \$3M the Finance Committee started with the above 2010 Budget Directives; which still leaves an estimated shortfall of \$600,000.

The Department of Administration will be providing the 2010 Budget templates on Friday July 24<sup>th</sup>.

Department of Administration/Finance

Finance Director Tonya Weinert stated Stimulus Funding Update.

Kronos Project is moving forward. Staff has been in training for 2 days. The installation of clocks is moving right a long.

Ms. Weinert stated IRS training has 60 people registered from Polk, St. Croix, Dunn, Barron, Washburn, Burnett and Douglas Counties. Due to the large group the training will be held at the Unity School.

**Moved by Mick Larsen / Bryan Beseler to approve Vouchers numbered 257797-258414 dated 7/22/09. Motion carried by voice vote.**

County Clerk

County Clerk Carole Wondra handed out fee schedule for Marriage License Declaration. Resolution to increase marriage funds to \$80.00. Breakdown would be \$25.00 to state, \$20.00 Mediation and \$35.00 to County. **Motion to approve and recommend by Brian Masters/ Bryan Beseler. Motion carried by voice vote.**

Adjournment @ 6:21 PM. **Moved by Bryan Beseler/ Brian Masters to adjourn. Motion Carried by voice vote.**

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