

FINANCE COMMITTEE AMENDED AGENDA

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

August 12, 2009 2:00 p.m.
***Amended August 10, 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. Highway –
 - Equipment Bids / Purchases Over \$25,000
2. Information Technology – Todd Demers
 - 2010 Staff Plan & Budget
 - Office Update
3. County Clerk – Carole Wondra
 - 2010 Staff Plan & Budget
 - Office Update
4. Treasurer – Amanda Nissen
 - 2010 Staff Plan & Budget
 - Office Update
 - Banking Services RFP
5. 2010 Budget Discussion / Recommendations / Possible Action
 - County Board's Recommendations & Guidelines
 - Finance Committee's Recommendations & Guidelines
 - Personnel Committee's Recommendations & Guidelines
 - 2010 Capital Improvement Plan (CIP)
 - Long-term Financing Options
6. Department of Administration / Finance - Tonya Weinert
 - Stimulus Funding Update
 - Kronos Update
 - 2010 Staff Plan & Budget
 - Office Update
 - Bills and Vouchers
7. Committee Observations
- *8. Resolution to Consolidate Accounting and Financial Functions of the County into the Department of Administration
- *9. Resolution to Authorize Capital Improvement Projects for Budgetary Year 2010
- *10. Resolution to Reduce the Monthly Printed Financial Report to Quarterly Report

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 August 12, 2009.

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

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

Chairman Gary Bergstrom called the meeting to order at 2:04 pm

Moved by Brian Masters / Mick Larsen to approve the Agenda as published. Motion carried by voice vote.

Moved by Brian Masters / Mick Larsen to approve the Minutes of July 22nd, 2009 meeting. Motion carried by voice vote.

Public Comments: Jerry Neville stated not in favor to Reduce the Monthly Printed Financial Report to Quarterly Report.

Committee Calendar/ Agenda/s: August 14th, Friday 2-6pm Personnel meeting. August 17th, Monday all day staff meeting @ 8:00 am. August 18th, Tuesday 4:00 pm CIP and County Board. August 19th, Wednesday @4:00 discussion and recommendations. Budget Presentations week of August 24th, every night but Friday. Finance meeting August 26th, Wednesday @ 2pm.

Highway –

Highway Commissioner Steve Warndahl handed out proposal for tri axle trucks. Bid Price from Boyer Trucks is \$101,500.00. Trade in \$27,000.00, leaving a balance of \$74,500.00.

Mr. Warndahl chose Stainless & repair Inc for Truck Box and Accessories. The total package of \$93,835.00 includes Plow, Wing, Sander, Shoulder Machine mounting, Box and Hydraulics. Snow Plow Blades are being purchased from Burke Truck and Equipment in the amount of \$ 75,960.38.

Information Technology –

Department Head Todd Demers handed out Finance Report. As of August 12th total amount \$10,633.72. Mr. Demers discussed Status of I.T. Department projects. Video Conferencing will hopefully be completed before Labor Day weekend. Cameras in Government Center will be completed by the end of August.

Mr. Demers stated the timekeeping system has been installed at Golden Age Manor and Recycling. The Lime Quarry is slated for the end of August.

Todd Demers spoke of an email from Osceola Schools. Osceola Schools would like Polk County take lead in the position in developing a Community Area Networks (CANS). Todd stated this connection would be used to send and receive data and perhaps internet services. Todd has requested funding in his I.T. CIP plan to cover cost of research.

Todd Demers handed out 2010 Staff Plan & Budget. After discussion a **Motion was made by Brian Masters and Kathryn Kienholz to Move forward as presented. Motion all carried with 4 to 1 the exception Bryan Beseler opposing.**

Bryan Beseler made a Motion for the County Board to move forward on the CIP plan of the I.T. Dept to move forward the server consolidation and repair replacement. Brian Masters 2nd. Motion carried by voice vote.

Mr. Demers handed out Staffing analysis for 2010. After discussion a **Motion was made by Mick Larsen/ Brian Masters to approve. Motion carried by voice vote.**

County Clerk –

County Clerk Carole Wondra distributed Staffing Analysis for 2010, Budget, Mission and Goals. **Motion made to move forward to county board by Brian Masters/ Kathy Kienholz. Motion carried by voice vote with exception of Bryan Beseler.**

Carole Wondra will change Marriage license fees to 80.00.

Ms. Wondra spoke of office update stating 5 domestic couples last week and DMV training going slow.

Treasurer –

Treasurer Amanda Nissen handed out 2010 Staff Plan & Budget, office update and financial information.

Ms. Nissen stated new employee is Sally Spanel and she will start August 17th. Tax collections went well with the collection of \$22,734,520. Compared to 2008 at this time for the same period the increase of \$1,296,000.00.

Amanda Nissen stated Finance Director Tonya Weinert has been watching the cash flow. No need to move funds at this time of our investments to make August 20th settlement. Ms. Nissen anticipates being able to move 1 million in the Bremer Bank money market.

Treasurer Amanda Nissen handed out copy of 2009 Assembly Bill 349. This bill would limit the search ability of a governmental Internet Listing of property taxes assesses. Amanda Nissen stated this would hamper the usability of out tax and mapping websites.

Tax certificates for July 2009 were \$71,396.16. Interest earned on tax certificates for July \$224,181.77. July cash balance \$5,950,757.22. Investments Breakdown are CD \$2,000,000.00. ICM, LLC Bob Moore \$5,500,000.00. Riverbank .5% Special Account \$19,000,000.00. US Bank, Bremer Money Market \$9,000,000.00.

Amanda Nissen handed out and discussed Banking Services Request for proposal (RFP). This is our general checking, for operating fund only. This means using one bank and not affecting investments. Amanda Nissen would like to Post the RFP on website and send to all banks that we work with now. Amanda would like the RFP contracted by November 1st. Finance Committee stated no motion needed to go ahead and post.

Treasurer Amanda Nissen discussed Staffing plan in detail. **Motion made by Kathy Kienholz and Bryan Beseler to accept Staffing Plan. Motion carried by voice vote.**

Department of Administration / Finance –

Finance Director Tonya Weinert gave update on Kronos Project. Ms. Weinert stated weekly meetings and multi 2 day training sessions have been in the process. Right now they are working on county codes and implementing.

Tonya Weinert discussed the Resolution to Consolidate Accounting and Financial Functions of the County Into the Department of Administration. Ms. Weinert voiced the concerns of the Judicial Branch stated there are State Statues in place that govern that area and the County Board cannot make a resolution to over rule those Statues, which means that it is implied that that area would be treat individually. Ms. Weinert stated this was concept was developed at the County Board and Department Directors Budget Workshop in March of 2009 and then AC Beseler brought the concept to the Depart Director meeting and there was majority support for the concept there. It was removed from the Board Agenda. Supervisor Brown is bringing this forward to County Board for reconsideration. **Motion by Bryan Beseler for financial committee to support the resolution of consolidating financial and accounting functions. Motion to approve by Mick Larsen/ Kathy Kienholz. Motion carried by unanimous voice vote.**

Ms. Weinert discussed the Resolution to Authorize Capital Improvement Projects for Budgetary Year 2010. Bryan Beseler commented he is fine with this but does not want to micro management to death. Bryan Beseler stated this should be on web to view and in mail boxes by noon on Friday. The result should be the allocation of dollars to departments allowing them to choose their projects.

Tonya Weinert discussed the Resolution to Reduce the Monthly Printed Financial Report to Quarterly Report. Ms. Weinert is concerned that people will complain about not receiving important financial information in a timely manner. If the goal is to reduce paper that's great but they should still receive monthly updates via Power Point or another avenue. **Motion made by Mick Larsen/ Brian Masters to send to County Board without action. Motion carried by voice vote.**

Finance Director Tonya Weinert distributed and discussed the Department of Administration 2010 Staff Plan & Budget. **Motion to approve by Mick Larsen/ Brian Masters. Motion carried by voice vote.**

Moved by Bryan Beseler/ Mick Larsen to approve Vouchers numbered 258415-258974 Dated 8/12/09. Motion carried by voice vote.

Adjournment @ 5:21 PM. **Moved by Kathy Kienholz/ Mick Larsen to adjourn. Motion Carried by voice vote.**

(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.