

**FINANCE COMMITTEE AGENDA**  
Polk County Government Center  
Second Floor **East** Conference Room  
100 Polk County Plaza  
Balsam Lake, WI 54810  
**September 9, 2009 2:00 p.m.**  
**\*Amended on September 3, 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
  - Banking Services RFP
  
3. Department of Administration – Tonya Weinert
  - Office Update
  - Vouchers
  
4. \* Corporation Counsel- Jeff Fuge
  - Pending Litigation Regarding 2008 Agreement to Sell Golden Age Manor

Pursuant to Wis. Stat. Section 19.85(1)(g), the Finance Committee may convene in closed session to confer with legal counsel who may render oral or written advice concerning litigation strategy and recommendations that the Finance Committee may adopt with respect to such pending Litigation against Polk County.

5. 2010 Budget Discussion / Recommendations / Possible Action
  - County Board Recommendations & Guidelines
  - Finance & Personnel Committees' Recommendations & Guidelines
  - 2010 Capital Improvement Plan (CIP)
  - Long-term Financing Options
  - \*Department Budgets
    - Aging
    - Clerk of Circuit Court
    - Corporation Counsel
    - County Clerk
    - County Forester
    - County Treasurer
    - Department of Administration
    - District Attorney
    - Employee Relations
    - Extension

Family Court Commissioner  
Highway Department  
Human Services  
Aging & Disability Resource Center (ADRC)  
Information Technology  
Land Information  
Land & Water Resources  
Law Enforcement & Emergency Gov  
Library  
Medical Examiner  
Parks & Buildings, Fair & Museum  
Public Health  
Regional Planning, Economic Development,  
Information Center  
Register of Deeds  
Veteran Services  
Golden Age Manor  
Lime Quarry  
Other Budget Components

**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 September 9, 2009.

Present for Finance: Bryan Beseler      Brian Masters      Mick Larsen

Gary Bergstrom      Kathryn Kienholz (arrived @ 4:20 PM due to Lime Quarry Meeting)

Also Present for Finance: Tonya Weinert (arrived @ 4:20 PM due to Lime Quarry Meeting)

Chairman Gary Bergstrom called the meeting to order at 2:40 pm.

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

**No public Comments**

**Committee Calendar/ Agenda/s: September 16<sup>th</sup> Finance Meeting at 4:00 pm. No Finance Meeting September 23<sup>rd</sup>.**

## Information Technology

Information Technology Department Head, Todd Demers handed out his Finance Report of a Total of \$5,126.10. Action Battery \$346.76, CDW Government \$1673.91, Inovis Inc. \$2032.00, Mid America \$740.00, Staples Advantage \$78.43 and Werner Electric \$255.00.

Todd Demers handed out Information of the Status of the I.T. Department. Simply Automation has not been back to complete the programming on the courtroom videoconference equipment. Mr. Demers stated \$14,000.00 in Professional services will need to be paid out when project is completed. Time frame for Timekeeping system is not clear for the cutover and still in test mode. Several departments are working hard to make this a reality. Storage Area Network System is ready to go this fall and overall cost is \$53,000.00. VPN for Health Aides has many issues and are trying to work them.

## Treasurer

Treasurer Amanda Nissen handed out Office and Financial Update. Last week 3,236 tax certificates were sent out, an increase of 362 or 11% increase. Ms. Nissen will be attending the Fall Wisconsin County Treasurer's Association Conference on October 14-16<sup>th</sup>. Outstanding Tax certificates as of September 1<sup>st</sup> \$2,324,479.82. Interest earned on Tax certificates \$250,572.70. Monthly interest in checking accounts \$29,639.78. Investments breakdown, CD \$2,000,000.00, ICM LLC, Bob Moore \$5,000,000.00, Riverbank .5% special account \$850,000.00, US Bank, Bremer Bank Money market \$5,000,000.00. Total Investment Funds \$13,350,000.00. Sales tax for August \$200,297.27.

## Department of Administration

Finance Director Tonya Weinert stated cross training for payroll and credit cards is in process. Department is adjusting to the 4 day week schedule.

**Moved by Mick Larsen / Kathryn Kienholz to approve Vouchers numbered 259884-259898 thru 9/9/9. Motion carried by voice vote.**

Corporation Counsel

**Motion made by Bryan Beseler / Brian Masters to enter in to closed session.** Counsel Jeff Fuge spoke in regards to Pending Litigation Regarding 2008 Agreement to Sell Golden Age Manor. Roll call vote taken per Mr. Beseler. Brian Masters's yes, Bryan Beseler yes, Mick Larsen yes, and Gary Bergstrom yes.

**Motion made by Mick Larsen/ Bryan Beseler to return to open Session. Motion carried by Voice Vote.**

Human Services

The Finance Committee discussed 2010 Budget with recommendations and possible action with Sherry Gjonnes and Pat Kirkwood.

Land & Water Resources

Department head Tom Ritten handed out resolution to authorize Polk County Japanese Knotweed Control Grant. Breakdown of project costs per hand out by Mr. Ritten is \$26,511.48. Tim Ritten stated one lake and one river have been reported by this evasive specie.

Sheriff

Sheriff Tim Moore handed out results of Elimination of C.I.P. for Sheriff's office 2010 budget. Sheriff stated marked patrol squads for 2009 came in at \$23,148.00 in March. By delivery time in August, the cost has raised \$800.00 to \$900.00. Sheriff Moore discussed cost of delaying purchase in 2010 verses 2011. With maintenance cost and additional installations costs is estimated to be \$362,800.00 against the 2011 budget.

Highway

Department Head Steve Warndahl handed out and discussed Construction Comparison. Construction Budget \$2,224,419.00, Asphalt Prices \$44.03, Percentage of change in Asphalt cost is 81%, Average road Rating is unknown at this time, Tons of Asphalt (thousand) 23,864, Cost of Asphalt (thousand) \$1,050,732.00, and percentage of Budget spent on Materials/Contract Services is unknown at this time.

**Moved by Bryan Beseler / Kathy Kienholz to adjourn. Motion Carried by voice vote.**

**Adjourned at 4:40 pm**

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

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