



**DEPARTMENT OF ADMINISTRATION FINANCE COMMITTEE MEETING**

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

**September 21st, 2011 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 **September 7<sup>th</sup>, 2011** Minutes

Public Comments

Committee Calendar/Agenda/s: Next Finance meeting October 5<sup>th</sup>, 2011.

*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.*

Treasurer- Amanda Nissen  
2012 budget

County Clerk- Carole Wondra  
2012 budget

Information Technology-Todd Demers  
2012 budget

County Administrator- Dana Frey  
2012 budget  
Department update/status

Finance – Maggie Wickre  
Office Update  
Vouchers

Committee Observations

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

**Copies 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.

**Polk County Finance Committee  
Polk County Government Center, 2<sup>nd</sup> Floor East Conference Room  
100 Polk County Plaza, Balsam Lake, Wisconsin 54810**

**Minutes of September 21, 2011 Meeting**

Vice Chairman Brian Masters called the meeting to order at 2:03 p.m.

Present for finance committee: Brian Masters  
Neil Johnson  
William Johnson  
Kathy Kienholz

Absent: Gary Bergstrom

Also present: Dana Frey, county administrator  
Maggie Wickre, finance director  
Member of the press

**Motion by Kienholz / W Johnson to approve the agenda; carried by voice vote.**

**Motion by N Johnson / W Johnson to approve the minutes of September 7<sup>th</sup>, 2011 meeting; carried by voice vote.**

**Public comment.** None.

**Committee calendar.** Next finance committee meetings are Oct. 5<sup>th</sup> and 17<sup>th</sup>, 2011. The county board meeting is October 18<sup>th</sup>.

**County Administrator.**

County Administrator Dana Frey handed out and discussed the 2012 budget for the department of administration. The 2012 budget amendments are to be turned in to his office by October 13<sup>th</sup>.

He also spoke on approval of transfers to the contingency fund, which must to be published 10 days beforehand. Finance and will be available at next meeting.

Frey told the committee that an insurance workgroup to review claims has been established to look for trends, risks, and possible improvements in risk management.

**Treasurer's office.**

Treasurer Amanda Nissen handed out and discussed her department's 2012 budget.

**County clerk.**

County clerk Carole Wondra presented and discussed her department's 2012 budget.

September 21<sup>st</sup>, 2011

**Information technology.**

Director Todd Demers handed out and discussed his department's 2012 budget and a report on the status of the IT department as of September 21<sup>st</sup>.

**Motion by W Johnson / Kienholz to approve vouchers numbered 283791 – 284307 and dated 9/21/11; carried by voice vote.**

**Motion by N Johnson / W Johnson to adjourn; carried by voice vote.**

Adjourned at 3:23PM