

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

*******SECOND AMENDED*******

December 9th, 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.

*******Corporate Counsel- Jeff Fuge**

Recommendation on Counteroffer of Rice Partnership and Golden Health Care and Rehabilitation to settle Pending Action against Polk County

The Finance Committee may convene in closed session pursuant to Wisconsin Statute Section 19.85(1)(g) for the purpose of conferring with legal counsel for Polk County who is rendering oral or written advice concerning strategy to be adopted by Finance Committee with respect to its recommendation to the County Board of Supervisors regarding the offer of Rice Partnership and Golden Health Care and Rehabilitation to settle pending litigation.

The Finance Committee will reconvene in open session to consider and act upon matters noticed herein, including those matters noticed for closed session.

*******Employee Relations – Andrea Jerrick**

Consideration of budget for Kronos project as well as Consideration of merger of Forestry Department into the Parks Buildings and Solid Waste Department

*******Human Services- Diane Stoneking**

Rent

1. County Clerk – Carole Wondra
Office Update
2. Treasurer – Amanda Nissen
Office Update
Resolution: Cancellation of Outstanding Orders
ICM
3. Information Technology – Todd Demers
Office Update
I.T. Director's Performance Review Process Information and Distribution of Performance Evaluation Materials
4. Highway – Steve Warndahl
5. GAM -Bob Dueholm
Reporting and Finance

6. Medical Examiner – Jonn Dinnies
2010 Budget changes

7. Finance – Maggie Wickre
Office Update
Bills and Vouchers
Status of Departmental Operations
Budget Update

8. 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.

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 December 9th, 2009.

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

Also Present for Finance: Maggie Wickre, Amanda Nissen, Todd Demers, Steve Warndahl,
Pat Kirkwood, Jeff Fuge, Andrea Jerrick, Member of Press

Chairman Gary Bergstrom called the meeting to order at 1:57 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 October 28th, 2009 meeting. Motion carried by voice vote.

No Public Comments

Committee Calendar/Agenda/s: Cancel December 23rd Finance meeting. Finance meetings January 13th and January 27th at 2:00 pm. County Board Meeting December 15th.

Corporate Counsel

Corporate Counsel Jeff Fuge requested closed session to discuss recommendation on Counteroffer of Rice Partnership and Golden Health Care and Rehabilitation to settle Pending Action against Polk County. **Moved by Mick Larsen/ Brian Masters to close session. Motion carried by voice vote. Moved by Mick Larsen/ Brian Masters to re open session. Motion carried by voice vote.**

Employee Relations

Employee Relations Director Andrea Jerrick handed out Explanation of Funding Scenarios in regards to hiring a Full time Forest Administrator. Additional \$14,700.00 for 2010 is needed. **Moved by Brian Masters /Mick Larsen to send on to personnel. Motion carried by voice vote.**

Ms. Jerrick spoke on the consideration of merging the Forestry Department in to Parks Buildings and Solid Waste Department.

Andrea Jerrick discussed Kronos project and consideration of budget. The server, sequel is outside the bid. 2% over budgeted for expense with amount of \$9406.44. **Moved by Mick Larsen/ Brian Masters to transfer from General Fund to Kronos Fund. Motion carried by voice vote.**

Human Services

Fiscal Manager of Human Services Pat Kirkwood discussed rent. Human Services Long Term Grant is 5 ½ million and they use to receive more but funds are dropping.

Treasurer's Office

Treasurer Amanda Nissen handed out office Update, outstanding certificates, interest earned on tax certificates, cash balance and monthly interest in checking account, and Investments.

Ms. Nissen stated tax season has started. They are in the processing of calculating and printing tax bills.

Amanda spoke on hand out of Outstanding Tax certificates. In November 2009 \$221,524.40. November 2009 Interest earned \$35,058.04, Checking Account interest dropped to 0.80%, sales tax \$177,646.62, and total investment funds \$8,548.903.68.

Information Technology

Information Technology Department Head Todd Demers handed out Finance report and Status on Department. Finance report as of December 9th, 2009 is \$52,499.84.

Department has been working on several projects such as Videoconferencing, Internet, Hardware Virtualization, Inventory 2009 and Mobile Encryption.

Mr. Demers stated Timekeeping System is now importing and exporting between ABRA and Kronos. Information Technology Department is now preparing to bring other departments on and train managers.

Todd Demers handed out Director's Performance Review process Information, Distribution of Performance Evaluation Materials, job description and goals. Todd requested to discuss in January.

Mr. Demers discussed Human Services funding projects. Finance Director Maggie Wickre stated this transfer has to go through County Board per Policy #310 for approval. Ms. Wickre also stated Human Services is run by Levy money. Chairman Gary Bergstrom stated Todd would have to go to County Board.

Cameras have been installed at Lime Quarry.

Todd stated the Information Technology Staff had 2940 work orders this year. The IT Dept is down 60 work orders from 2008.

Highway

Highway commissioner Steve Warndahl and Parks and Building Director Deb Peterson discussed RFP Heating and Ventilation System Upgrade. RFP is due Monday, December 14th. Ms. Peterson also stated windows also need replacement at Highway building.

Steve Warndahl has ordered two new trucks with plows and will be delivered in 2010. Cost \$87,500.00 and \$84,500.00. Trade in for old trucks were \$12,000.00 and \$14,000.00.

Department of Administration/Finance

Interim Finance Director Maggie Wickre discussed office update. Jamie Carlson will be back full time December 16th. LarsonAllen auditor Wendell Adams passed away and auditor Steve Tracey has been a big help. Apportionments are sent in and Levy Worksheets have been completed.

Ms. Wickre stated budgets and questions from departments have been the department's first priority.

Moved by Mick Larsen/ Brian Masters to approve Vouchers numbered 261534-262928 dated 12/9/09. Motion carried by voice vote.

Moved by Gary Bergstrom/Brian Masters to adjourn. Motion Carried by voice vote.

Adjourned at 4:48pm