

FINANCE COMMITTEE AMENDED AGENDA

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

April 29, 2009 2:00 p.m.

Amended April 27, 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. Resolution to Purchase a County-wide Timekeeping System
2. County E-Mail Policy
3. Treasurer's Office – Amanda Nissen
 - Office Update
- *4. *County Clerk's Office – Carole Wondra
 - *Office Update
 - *2008 Annual Report
 - *2009 Budget & Training Needs
- *5. *County Bank & Investments –
 - *Bremer Bank
 - *US Bank
 - *RiverBank
6. Department of Administration/Finance - Tonya Weinert
 - 2008 Audit Update
 - 2008 Annual Report
 - Bills and Vouchers
 - Office Update
7. Committee Observations

Adjournment (Agenda not necessarily presented in this order.)

Copies to: County Clerk Amended April 27, 2009

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 April 29, 2009.

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

Also Present for Finance: Tonya Weinert Amanda Nissen
Carole Wondra Member of Press

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

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

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

No Public Comments

Resolution to Purchase a County-Wide Timekeeping System

Finance Director Tonya Weinert handed out a Resolution. Ms Weinert discussed with the Finance Committee various options to pay for County-Wide Timekeeping System. Approximate cost is \$115,000. Weinert stated Golden Age Manor estimates conservatively \$800,000 in profits for 2008. Gary Bergstrom thinks to build on the undesignated fund balance and if loan would be taken out, Gary feels it would have to be a large loan. Gary stated to take funding out of Golden Age Manor Nursing Home surplus monies and no loan. Mick Larsen stated he was comfortable and agreed with Gary. **Moved by Mick/Masters. Motion carried by voice vote.**

Resolution on Approving the purchase of a County-Wide Time & Attendance System has been signed by four of the Finance Committee members. Noting Bryan Beseler was absence. Resolution will be sent to county board on May 20th.

County E-Mail Policy

The Finance Director stated Todd Demers Information Technology Director is out and will be available May 13th to answer any Committee questions at that time. After further discussion. **Moved by Mick/Kathryn to have Todd Demers present to Personnel Department and Committee for review and discuss at next Finance Meeting on May 13th. Motion carried by voice vote.**

Treasurer's Office

Treasurer Amanda Nissen handed out Treasurer's Office Update. Financial Report states the collection rates for 2005 to current year taxes. Year 2005 35.80% unpaid, 2006 35.78%, 2007 35.79% and 2008 36.01%. Interest earned on tax certificates in 2005 \$307,879.38, 2006 \$320,269.67, 2007 \$338,475.75 and 2008 \$357,589.78. Ms Nissen will do another graph in August. Amanda stated we have 2 CD's out with an expiration 2010 date. Amanda will bring Treasurer's annual report at the next meeting.

County Clerk's Office

County Clerk Carole Wondra provided Annual Report. Carole stated Conferences are coming up with great agendas and would like to attend to further her knowledge and training. Carole stated there is no funding in budget. Cost is approximately \$300.00. The Finance Committee gave the permission for County Clerk Carole Wondra to seek training as seen fit and appropriate to do her job.

Ms Wondra stated she would like to see Polk County Directory printed every 2 years and updated on Website every year to save money. The new printed Polk County Directory will be printed by May 31st.

Carole also stated a new 100 cup coffee pot is needed as the old coffee pot has been discarded. Carole stated approximate cost is \$110.00.

Finance Committee will discuss Ms Wondra's Annual Report at next meeting on May 13th.

County Bank & Investments

Finance Director Tonya Weinert touched base in regards to Riverbank. Tonya received calls about the Federal Deposit Insurance Corporation Ordering Riverbank to Cease and Desist. Ms Weinert stated this Riverbank and other banks have been given a corrective action and are following it.

Department of Administration/Finance

Finance Director Tonya Weinert handed out Polk County, Wisconsin Quarterly Investment Portfolio Report as of March 31, 2009. Tonya also handed out Information on proposal for Consulting Services for Financial Systems Review and Recommendation. Ms Weinert requested the Finance Committee review and discuss at May 13th meeting.

Tonya Weinert stated fieldwork has been completed and all went well. Tonya anticipating will have annual report at May 13th Finance meeting.

Committee Observations

Chairman Gary Bergstrom would like us to be well prepared in regards to the topic on consolidation at the next board meeting May 19th. Mr. Bergstrom would like to see a person from Barron to speak at board. Mick Larsen would like to see Lime Quarry consolidation talked about also.

Moved by Mick/ Brian Masters to approve Vouchers numbered 254355-255133 dated 4/29/09. Motion carried by voice vote.

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

Adjourned at 4:00pm