

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 May 28, 2008.

Present: Mick Larsen Brian Masters
 Bryan Beseler Kathryn Kienholz

Absent: Gary Bergstrom

Also Present: Tonya Weinert
 Members of the Public
 Members of the Press

Vice Chairman Mick Larsen called the meeting to order at 2:04 p.m.

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

Moved by Beseler/Kienholz to approve the previous Minutes of May 7, 2008. Motion carried by voice vote.

The Committee members discussed upcoming calendar events.

Treasurer

Treasurer Amanda Nissen distributed *Treasurer's Office Update* dated May 28, 2008. Nissen reported on the outstanding Tax Certificates, the cash balance and monthly interest in the Checking Account, interest earned on Tax Certificates, Investments and Sales Tax. Nissen also handed out *Polk County Treasurer's Office 2007 Annual Report* for the committee's approval. Nissen reported that "Departmental Budget*" should read "2007" rather than "2006" and that the budget overage of \$39,116.34 included \$24,000 for the corrected Tax Statements. **Moved by Beseler/Kienholz to approve the Treasurer's 2007 Annual Report and to forward on to the full County Board for approval. Motion carried by voice vote.**

Highway

Highway Commissioner Steve Warndahl handed out *2008 Grader Bids Summary* for the committee member's review. Warndahl reported that the matter was informational only per Policy 912.

County Clerk

Finance Director Tonya Weinert on behalf of County Clerk Cathy Albrecht reported that the County acted as the purchasing agent for the voting equipment and that at some point in 2007 Albrecht received funds but failed to deposit them in to the non-lapsing account resulting in a shortage of \$1050. Weinert reported Albrecht was requesting a budget transfer from the Contingency Fund back to her Department so that she would have the funds to cover the HAVA equipment reimbursements. **Moved by Beseler/Masters to move \$1050 from the Contingency Fund to the County Clerk's Non-Lapsing HAVA Equipment Fund. Motion carried by voice vote.**

Larsen questioned why the County Clerk's 2007 Annual Report had gone to the full County Board before going to her Governing Committee. The Committee members requested that the County Clerk's 2007 Annual Report be added to the June 11, 2008 Finance Agenda.

Department of Administration

Weinert, Director of Parks, Buildings and Recycling Debbie Peterson and Assistant Corporate Counsel Malia Malone discussed the Johnson Controls Financing Resolution that had been pulled from the previous County Board Agenda. Weinert reported the summary terms were only good through the end of May so she was again reviewing financing options. **Moved by Masters/Kienholz to approve Johnson Controls Financing - Resolution Authorizing and Approving a Master Equipment Lease/Purchase**

Agreement and to forward on to the full County Board and to secure the appropriate financing and to forward on to the full County Board for their approval. Motion carried by voice vote.

Moved by Beseler/Masters to direct the Finance Director to bring forward financing options to the full County Board for funding of the Johnson Controls project. Motion carried by voice vote.

The Committee members discussed "2008 State Loan Paperwork and Resolution" and Weinert handed out the official packet for review and reported that by using the State Trust Fund Loan option saved approximately 150 basis points by waiting. **Moved by Beseler/Kienholz to recommend execution of the Five-Year State Trust Fund Loan in the amount of \$500,000 at 3.25 percent and to recommend approval by the full County Board. Motion carried by voice vote.**

The Committee members discussed in and out of county travel. **Moved by Kienholz/Larsen to give the Finance Director permission to travel for her job and then to report back to the Finance Committee afterwards. Kienholz withdrew her motion and Larsen withdrew his second to the motion. Moved by Beseler/Masters to approve the Finance Director to travel to Minneapolis and Stevens Point for Conferences on May 29 and May 30, 2008. Motion carried by voice vote.**

2009 Budget Discussion

Beseler reported on the outcome of the recent Executive Committee Meeting. Weinert and the Committee members discussed the Personnel Committee and Staffing Plans, joint meetings, non-mandated programs, wage increases, gas prices, sales tax level, utility increases, declining interest earnings, sale of the Golden Age Manor, union negotiations and the unknown impact of the Human Services Long-term Care Program. Weinert reported that after the sale of the Golden Age Manor, the final audit would be conducted.

Department of Administration/Finance

The Committee members reviewed bills and vouchers that had been paid since the previous Finance Meeting. **Moved by Masters/Kienholz to approve Bills and Vouchers numbered 241261 through 242218. Motion carried by voice vote.**

The Committee members agreed to schedule a Joint Meeting with the Golden Age Manor Board and the Finance Committee on June 23, 2008 to commence at 1:00 p.m. and to follow the Joint Meeting with the regular Finance Meeting on the 23rd rather than June 25, 2008.

Moved by Kienholz/Masters to adjourn. Motion carried by voice vote.

Meeting adjourned at 4:15 p.m.
