

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 February 27, 2008.

Present: Neil Johnson Larry Jepsen Duana Bremer

Absent: Mick Larsen
Gary Bergstrom

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

Chair Neil Johnson called the meeting to order at 2:04 p.m.

Moved by Jepsen/Bremer to approve the Amended Agenda as published. Motion carried by voice vote.

Moved by Jepsen/Bremer to approve the Finance Minutes of February 13, 2008. Motion carried by voice vote.

The Committee members discussed upcoming calendar events and noted the next Finance Committee Meeting would be held on March 5, 2008 commencing at 4:00 p.m.

Treasurer

Treasurer Amanda Nissen submitted *Treasurer's Office Update* dated February 27, 2008. Nissen reported on the office furniture status, outstanding Tax Certificates, interest earned on Tax Certificates, cash balance in the Checking Account and monthly interest earned and Investments. She further reported on a law suit, Fishcer vs. Polk County, that has been filed.

Highway

Human Resource Manager/Safety Director Darlene Kusmirek reported that her office had received *Indoor Air Quality Complaint* Forms from Highway Department employees regarding air quality and had forwarded those forms on to Buildings. She further reported the cost for conducting the air quality test was in the amount of \$4,227.00 and that those funds had not been budgeted for and was requesting that the Finance Committee give direction on how to fund. **Moved by Jepsen/Bremer to move \$4,227.00 from the Contingency Fund to the Public Works Campus Project Fund 452-01-51413 for the purpose of paying the Invoice from Braun for air quality testing at the highway buildings. Motion carried by voice vote.**

Consideration of Reorganization of Department of Administration and County Clerk's Office

County Clerk Cathy Albrecht handed out *Resolution Restoration of Duties and Responsibilities to the Office of the County Clerk* and reported that the Resolution would combine both departments and everyone would report to the County Clerk and that the Finance Director would report to Albrecht and the Finance Committee. Jepsen questioned that if the combination occurred, why the County Clerk would not be giving the Finance responsibilities. Albrecht replied that the County Clerk and her staff don't have the expertise and knowledge to perform the duties. **Moved by Jepsen/Johnson to postpone any recommendation by the Finance Committee indefinitely. Motion carried by voice vote.** Jepsen noted that due to the upcoming election, the Finance Committee would need to weight in on the matter by May 2008. Corporate Counsel Jeff Fuge noted that Policy 881 was clear in that any recommendation/action first needed to be approved by the Governing Committee. Albrecht reported that this was only informational for the Finance Committee and that she would be bringing the matter to the Personnel Committee as informational and then to the full County Board.

Clerk of Court

The Committee members discussed funding options of the Clerk of Court's potential new office furniture. The Committee members agreed to put the matter on the March 5, 2008 Finance Agenda due to the fact that the 2007 receivable and sales tax numbers would not be available until after February 29, 2008.

Policy 512 - County Business Travel and Expense Reimbursement

The Committee members discussed Policy 512 as amended by the Finance and Personnel Committees. **Moved by Bremer/Jepsen to approve the amendments made to Policy 512 and to recommend approval by the full County Board. Motion carried by voice vote.**

Fuge handed out Policy 310 - Budget Overruns Policy to the Committee members.

Award Cost Allocation Bid

Finance Director Tonya Weinert reported that she had received bids from both Maximus and Sequoia with both bids coming in showing a significant reduction in cost. **Moved by Bremer/Jepsen to accept the bid of Sequoia to represent Polk County for Cost Allocation. Motion carried by voice vote.**

Department of Administration

Weinert updated the Committee members with year end and auditing information, sales tax and the Golden Age Manor 2005 and 2006 write off in the amount of \$588,832.00.

Golden Age Manor Updates/Union

Moved by Jepsen/Bremer pursuant to Wis. Stats. Sec. 19.85(1)(e) to go into closed session. Roll call vote: Jepsen, aye; Bremer, aye; Johnson, aye. 3-0, Motion carried unanimously.

Moved by Bremer/Jepsen to go back into open session. Motion carried by voice vote.

Moved by Jepsen/Bremer to approve Vouchers numbered 237881 - 238558. Motion carried by voice vote.

Moved by Jepsen/Bremer to adjourn. Motion carried by voice vote.

Meeting adjourned at 4:35 p.m.
