

## 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 7, 2008.

Present: Gary Bergstrom                      Mick Larsen                      Brian Masters  
              Bryan Beseler                      Kathryn Kienholz

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

Chairman Gary Bergstrom called the meeting to order at 2:00 p.m.

**Moved by Kienholz/Masters to approve the Amended Agenda as published. Motion carried by voice vote.**

**Moved by Masters/Larsen to approve the previous Minutes of April 23, 2008. Motion carried by voice vote.**

The Committee members discussed upcoming calendar events and concluded the next Finance Meeting would be held at it's regular time on May 28, 2008.

Corporate Counsel Jeff Fuge joined the meeting at 2:05 p.m.

### Information Technology

Information Technology Director Todd Demers handed out *End-User Education* along with *Finance Report for Committee Date 05/14/08* for the Committee member's review. Demers reported on expenditures, the PDC Server Replacement, Records Management, GIPAW 2008 Spring Conference, Email Archiving, Mass Storage and the Records Retention Ordinance.

### Corporate Counsel

Fuge and the Committee members discussed *Resolution - Amendment to Resolution Setting Compensation for Elected Officials for Term 2009-2012*. **Moved by Beseler to move Resolution - Amendment to Resolution Setting Compensation for Elected Officials for Term 2009-2012 on to the full County Board. No Second and the Motion died.**

### Employee Relations

Employee Relations Manager Darlene Kusmirek handed out *Step 1: Why Have a Worksite Wellness Program* and *Resolution - Recognition of Worksite Wellness Committee*. She updated Committee members with the employee wellness program, lifestyle/improvements, health fair survey results, the current walking program, incentives, morale, healthy choices for vending machines, on-line health assessments and health screening and lowering health insurance costs by improving health. Kusmirek reported they were hoping to get \$10,000 from the Finance Committee for the Wellness Program but understood the County's financial position. Finance Director Tonya Weinert reported that the Health Insurance Fund was not an option for offsetting costs. **Moved by Beseler/Larsen to approve Resolution - Recognition of Worksite Wellness Committee with the following amendments: Second paragraph under No. 3 to read: "Be it further resolved that the County Board of Supervisors transfer the sum of \$2,500 to Employee Relations-Worksite Wellness Committee non-lapsing account for the purpose of funding and/or off-setting the costs of wellness programs and activities as the Worksite Wellness Committee finds appropriate and paying the per diem expenses that are incurred relative to the meetings of said Committee." And to further amend the last paragraph under No. 3 to: "Be it further resolved that the County Board of Supervisors pledge to match the employees' contribution dollars, not to exceed \$7500 to the Employee Relations-Worksite Wellness Committee non-lapsing account from the Contingency Fund as part**

of a dollar for dollar matching program with the employees for funding activities as the Worksite Wellness Committee finds appropriate." and to forward on to the full County Board with recommended approval. Motion carried by voice vote.

#### Parks and Buildings

Parks and Buildings Director Debbie Peterson reported that the Property Committee had voted to proceed with the abatement of the North Shed Building at the Highway Facility and that the insulation would be removed and the building could then be used for storage. Peterson further reported that the Property Committee approved Peterson to proceed with the bidding process for the listed projects. The Committee members discussed space needs, moving highway office personnel, superintendents and foremen to the Government Center building, funding for the Highway Facility improvements and time frame. Committee members further discussed *Resolution Approving Capital Projects and Authorizing Borrowing for Their Costs*. **Moved by Larsen/Kienholz to approve Resolution Approving Capital Projects and Authorizing Borrowing for Their Costs and borrowing costs not to exceed \$365,000 with financing options to be researched by the Finance Director. Motion carried by voice vote.**

Fuge left the meeting at 3:15 p.m.

#### Policies 910 and 911

Weinert and the Committee members discussed *Resolution - Creation of Policy 910 and 911*, the *Fund Balance Policy* and the *Capital Asset Policy*. Masters requested that A c. be omitted from the *Fund Balance Policy* and A d. be changed to A c. **Moved by Larsen/Masters to approve the creation of Resolution - Creation of Policy 910 and 911 as amended and to recommend approval by the full County Board. Motion carried by voice vote.**

#### Resolution - Creation of Internal County Auditor

Human Resources Director Andrea Jerrick reported that Fuge had contacted the Attorney General's office for the purpose of obtaining a legal opinion to ensure the County was following the intent of the Statute and that the Resolution was complete. She further reported that the Resolution would be coming forward at the June 2008 full County Board Meeting.

#### 2009 Budget Discussion

Weinert and the Committee members discussed the 2009 Budget including the Budget schedule, ranking of options and the Strategic Plan. They further discussed non-mandated programs and membership costs that fell under the County Board Budget.

#### Department of Administration

Weinert updated Committee members with information regarding audit exit interview. Due to schedule conflicts, the Committee discussed a Special Finance Meeting to be held in May for the audit exit interview and to possibly schedule Bob Moore, President of Institutional Capital Management and Paul Patrie, First Vice President of Stifel, Nicolaus & Co. so that they could meet the new Finance Committee members. **Moved by Larsen/Kienholz to approve Vouchers numbered 240832 - 241260. Motion carried by voice vote.**

**Moved by Beseler/Masters to adjourn. Motion carried by voice vote.**

Meeting adjourned at 4:27 p.m.