

**FINANCE COMMITTEE AGENDA**  
Polk County Government Center  
Second Floor **East** Conference Room  
100 Polk County Plaza  
Balsam Lake, WI 54810  
**March 24th, 2010 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.*

County Clerk – Carole Wondra  
Office Update

Treasurer – Amanda Nissen  
Office Update

Law Enforcement – Steve Moe  
Tower Rental Revenue

Highway- Steve Warndahl  
Equipment Purchases in Excess of 25,000.00

Parks and Buildings- Deb Peterson  
Funds for Highway Building Repairs

Information Technology – Todd Demers  
Office Update

Corporate Counsel – Jeff Fuge  
Report on 2009 Audit Process

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

County Board- Bryan Beseler  
Reauthorize Finance Director's Position

**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 March 24, 2010.

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

Also Present for Finance:     Maggie Wickre, Jeff Fuge, Steve Moe, Tim Moore, Steve Warndahl,  
   Deb Peterson and Members of Press

**Moved by Brian Masters and Kathy Kienholz to approve the Agenda as published.  
Motion carried by voice vote.**

**Moved by Kathy Kienholz and Brian Masters to approve the Minutes of March 11th, 2010 meeting. Motion carried by voice vote.**

**Public Comments: None**

**Committee Calendar/Agenda/s: Next Finance Meeting is April 7th, 2010 at 2:00 pm. Bob Moore from Institutional Capital management (ICM) will have conference call. Next County Board meeting is April 9<sup>th</sup>, 2010. Candidate Administrator Reception will be April 9<sup>th</sup> at Paradise in Balsam Lake.**

Treasurer Amanda Nissen handed out and discussed Office Update, Outstanding Tax Certificates, Interest Earned on Tax Certificates, Investments, Cash balance and Monthly interest in Checking Account.

Total Revenues received \$312,924.00, budgeted \$257,725.00. Revenue Exceeded Expectations by \$55,649.00. Total expenses occurred \$227,490.00, budgeted \$257,275.00. Expenses Exceeded Expectations by \$20,215.00. Office expenses \$237,189.00 and budgeted \$240,175.00. Office under budget by \$2,986.00.

Outstanding Tax Certificates for March \$171,229.56. Interest Earned on Tax Certificates \$34,950.86. Cash balance and Monthly interest in Checking Account 0.80%, \$2,460.66.

Sheriff Tim Moore and Chief Deputy Steve Moe discussed Tower Rental Revenue. Discussion was moving Tower Rental Revenue from Project 911 Account to Non Lapsing. In 2010 AT&T funds were \$20,800.00 and Verizon \$20,400.00. Bond Maintenance 2012 cost is \$178,000.00 for 2 years. **Moved by Mick Larsen and Kathy Kienholz to move funds. Motion carried by voice vote.**

Highway Commissioner Steve Warndahl stated RFP is out for New Extended Truck purchase. Approximate Cost is \$25,000.00.

Director of Parks and Buildings Deb Peterson discussed Funds for Highway Building Repairs. Ms. Peterson has spent \$36,000.00 and needs approximately \$42,000.00 to cover. Ms. Peterson stated she will be over budgeted. Finance Committee stated shortfall will be carried to next year.

Deb Peterson also stated she sold Land to Department of Transportation on Highway 8 in St. Croix Falls for \$70,000.00.

Corporate Counsel Jeff Fuge discussed report on 2008 audit process. Jeff Fuge stated County advanced Golden Age Manor (GAM) payment for payoff on the Alzheimer's Unit Bond in 2008. There was no resolution for this action. This was not authorized. This amount is \$889, 00.00.

**Department of Administration/Finance**

Finance Director Maggie Wickre handed out Office Update and discussed. General ledger in 2009 closed March 12<sup>th</sup>. Auditors were here March 15<sup>th</sup> thru 19<sup>th</sup>. Auditors will return last week in May. Audit should be printed in June.

Maggie Wickre spoke on Credit Card policy. Ms. Wickre stated certain individuals will be getting together March 30<sup>th</sup> to discuss Policy and Procurement Manual to make changes. Finance Committee stated Department of Administration has to follow procedures with no exceptions. Finance Committee recommended no Credit Card issued to users that have not used in the last one year. Finance Committee recommended letter to Department Heads and employees as soon as possible.

**Moved by Mick Larsen and Kathy Kienholz to approve Vouchers numbered 266450-266815 Dated 3/24/10. Motion carried by voice vote.**

**Motion by Kathy Kienholz and Brian Masters to adjourn. Motion Carried by voice vote. Adjourned at 3:24 pm.**