

Polk County Finance Committee

Meeting date: May 15, 2013

Start time: 2:00 p.m.

Est. end time: 3:30 p.m.

Location: 2nd Floor West Conference Room, Government Center Building

Purpose: Report on 2013

Meeting documents:

- None

1. Standing items

1.1 Call meeting to order

1.2 Approve agenda

1.3 Approve minutes of previous meeting

Finance Committee Chair/ 5
minutes

2. Public comment

3 minutes each/30 minutes
total

3. Old business

None

4. New business

4.1 I.T Programs

4.2 Treasurer Programs

4.3 Contingency Fund Transfer

4.4 Year End Clean Up Resolution

4.5 ADP Update

4.6 Quarterly Reports

4.7 GAO Local Government

4.8 Long Term Financial Outlook

4.9 2014 Budget Schedule

Todd Demers /5 minutes
Amanda Nissen / 5 minutes
Deb Peterson/ 5 minutes
Dana Frey/ 55 minutes

5. Ending items

5.1 Review action items (if any)

5.2 Committee member comments

5.3 Set next meeting date/agenda items

5.4 Adjourn

Chair /5 minutes

Committee / 5 minutes

Chair /5 minutes

(Agenda not necessarily presented in this order) 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

DEPARTMENT OF ADMINISTRATION FINANCE COMMITTEE MEETING

May 15th, 2013

Polk County Government Center 2nd Floor, West Conference Room

Gary Bergstrom, Finance Committee Chair called the meeting to order at 2: PM

Present for Finance Committee: George Stroebel, Neil Johnson,
Kristine Hartung, Kathy Kienholz and Gary Bergstrom

Also present: Dana Frey, County Administrator

Carole Wondra, County Clerk

Motion by Stroebel/ Hartung to approve the agenda after Deb Peterson removed: carried by voice vote.

Motion by Johnson/Kienholz to approve the minutes of April 10th, 2013 meeting; carried by voice vote.

Public comment

None

Old Business

None

New Business

Information Technology and Treasurer

A brief report was given by Director Todd Demers on Polk County Information Technology Department.

County Treasurer Amanda Nissen shared a brief report on the Treasurer's Department and banking/investment activity.

Contingency Funds

County Administrator, Dana Frey addressed the transfer from the contingency fund to Parks and Buildings Department to cover the cost of the safeguards to the court rooms for the expected upcoming trial. Director Deb Peterson was not present.

Year End Clean Up Resolution

Dana Frey, County Administrator, presented the resolution that would carryover assigned monies from 2012 into 2013 for software and would fund the lime quarry loader purchase.

ADP Update

Administrator Frey recapped the last two payrolls now being produced and paid out of ADP. He detailed the effort to make this successful and the reception of ADP paychecks from the employees.

GAO Local Government

Administrator Frey discussed a recent report from the Government Accountability Office.

Long Term Financial Outlook

Administrator Frey presented the future financial concerns for Polk County.

Administrator Frey discussed the expected 2014 budget schedule since the departments will be receiving worksheets in the near future. These dates will also include when the County Board can expect to receive the 2014 budget.

Mr. Frey also discussed General Code Book and Quarterly Reports.

Committee Members Comments

Kathy Kienholz asked about Audit

Next Meeting Date

June 12th , 2013

Adjourn

Motion by Stroebel/Hartung to adjourn at 3:15 PM; carried by voice vote.