

Polk County Finance Committee

Meeting date: August 14, 2013

Start time: 2:00 p.m.

Est. end time: 4:00 p .m.

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

Purpose: Report on 2013, 2014

Meeting documents:

- None

1. Standing items

1.1 Call meeting to order

1.1 Approve agenda

1.2 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 CliftonLarsonAllen Audit 2012

4.2 Purchase from Employee

4.3 2014 Budget Issues

4.4 Fleet

4.5 Resolution to Adopt Draft Master Fee Schedule for 2014 Budget Proposal

Brock Geyen/ 30 minutes

Steve Moe/ 5 minutes

Dana Frey/ 60 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

August 14, 2013

Polk County Government Center 2nd Floor, West Conference Room

Gary Bergstrom, Finance Committee Chair called the meeting to order at 2:00 pm

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

Absent: Kathy Kienholz

Also present: Dana Frey, County Administrator

Maggie Wickre, Finance Manager

Brock Geyen, Auditor, CliftonLarsonAllen

Motion by Stroebel /Hartung to approve the agenda: carried by voice vote.

Motion by Johnson /Hartung to approve the minutes of June 17, 2013 meeting; carried by voice vote.

Public Comment: None

Old Business: None

New business

Audit

Brock Geyen, Auditor, CliftonLarsonAllen, presented a review of the 2014 audit and handed out an Audit Summary to the Committee

Purchase from Employee –

Steve Moe, Law Enforcement Deputy Sheriff, explained to the Finance Committee that purchases are made from Polk County employee – Mike Ottisen – who has a vehicle graphics business on side, and we have contracted with him for the last couple of years for our law enforcement car graphics coming to under \$5,000 annually. Sergeant Mike Stoffel owns F Bomb Company which deals in tactical equipment sales and services which we purchase items annually under \$5,000 per year. Steve has researched and concluded that each of these vendors provide us with the best value in the market for their goods. This is brought to the attention of the Finance Committee to assure that the use of these vendors follows the purchasing policies.

2014 Budget Issues

Dana Frey discussed the anticipated 2014 budget the departments are currently working on. This budget will be released on September 3, 2013.

Fleet

Enterprise was awarded the RFP on fleet management of our vehicles. It is our anticipation the consolidation of county cars will be completed before the end of the year.

Resolution to Adopt Draft Master Fee Schedule for 2014 Budget Proposal

Resolution for the 2014 Fee Schedule handed out and reviewed by the Committee. **Motion to move it forward without recommendation Hartung/Johnson. Passed by voice vote.**

Set next meeting date and agenda. Sept 4th 2:00 p.m. .

Adjourn: 4:15 p.m. **Motion to adjourn Stroebel/Hartung. Motion passed by voice vote.**