



DEPARTMENT OF ADMINISTRATION FINANCE COMMITTEE MEETING

Polk County Government Center
Second Floor East Conference Room
100 Polk County Plaza
Balsam Lake, WI 54810

***AMENDED**

May 11th, 2011 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 **April 13th, 2011** Minutes
Public Comments

Committee Calendar/Agenda/s: Next Finance meeting June 8th, 2011, County Board meeting is May 17th.

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

Annual report

Office update

Parks and Buildings- Debbie Peterson

2010 Projects carry over to Contingency Fund

Highway –Steve Mullenbach

Purchase of plow truck cab and chassis

County Administrator- Dana Frey

Resolution to Amend 2011 Budget-Authorization of Designation and Carry-over of Specified Funds from 2010 to 2011

Resolution to Approve 2010 Transfers between Funds- Authorization of Transfer of Specified Funds to General Fund at Year

*Approval of exception to Procurement Procedures and Employee Reimbursement policy

Golden Age Manor (GAM) finance report
Survey of Board prioritized
2012 budget process
Budget policy draft
Financial reports
2011 budget execution
Department update/status

Finance – Maggie Wickre
Fleet One Card
Vouchers
Office Update

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.

Polk County Finance
Committee Polk County Government Center, 2nd Floor East Conference
Room 100 Polk County Plaza, Balsam Lake, Wisconsin 54810
Minutes of May 11, 2011 Meeting

Vice-chair Brian Masters called the meeting to order at 2:01 pm.

Present for finance committee: Brian Masters
Neil Johnson
William Johnson
Kathy Kienholz (arrived at 2:31pm)
(Gary Bergstrom was absent)

Also present: Dana Frey, county administrator Maggie Wickre, finance director
Steve Warndahl, highway commissioner Carole Wondra, county clerk
Deb Peterson, director, parks/buildings

Motion by W Johnson / N Johnson to approve the agenda; carried by voice vote.

Motion by Masters / W Johnson to approve the minutes of April 13th, 2011 meeting; carried by voice vote.

Public comment.

Jim Drabek spoke on Golden Age Manor.

Committee calendar / agenda(s).

Next finance committee meeting is June 8th, 2011; the next county board meeting is May 17th.

County clerk.

County Clerk Carole Wondra handed out and discussed her department's 2010 annual report.

Motion by W Johnson / N Johnson to move annual report to county board; carried by voice vote.

Parks and Buildings.

Director Deb Peterson handed out a breakdown of her request for monies to complete projects that were not finished in 2010. Formerly, in this situation such project would have been paid for from monies in non-lapsing accounts; those accounts are now gone. The unfinished projects are lighting at the garage, pool drains, and two landscape projects, totaling \$19,533. Deb would like these projects to be paid for from the contingency fund.

Motion made by W Johnson / N Johnson to approve items 2 and 3, total of \$7,500 to be moved from the contingency fund to the buildings improvement account #51601. Carried by voice vote.

Highway.

Highway commissioner Steve Warndahl advised the committee on his department's purchase of 2 tri-axle trucks for \$92,019 each, which includes a scale. Lowest bid was from Boyer Trucks. Finance committee approval is not needed for these; they are included in the department's 2011 capital budget.

County Administrator.

County Administrator Dana Frey handed out and discussed two resolutions that will come before the entire Board at the May 17th meeting.

1. Resolution to Amend 2011 Budget – Authorization of Designation and Carry-over of Specified Funds from 2010 to 2011.
2. Resolution to Approve 2010 Transfers between Funds – Authorization of Transfer of Specified Funds to General Fund at Year-End.

Motion made by W Johnson / Kienholz to recommend moving the resolutions to the County Board; carried by voice vote.

County Administrator Dana Frey handed out information on the committee's quarterly report and on the results of his analysis of the financial implications of alternative management of Golden Age Manor (GAM) operation. His conclusions on the latter are that another party operating the nursing home would not be able to make a profit. As a county-owned and -operated nursing home, GAM is eligible to receive the supplemental payments from the State; these were more than \$800,000 in 2010. It was administrator Frey's opinion, based on the fact that current wages at GAM appear to be at market rates, that another operator would not be able to cut expenses enough to overcome the lack of supplemental payments. The committee thanked Mr. Frey for his analysis.

Mr. Frey discussed the survey of County Board members wherein the members prioritized the county's programs. Departments will submit narratives as part of the 2012 budget process, and the committee will review them.

The draft of the new budget policy should be completed by next month.

Mr. Frey spoke on approving an exception to Procurement Procedures and Employee Reimbursement for Highway and LWRD (Land and Water).

Motion made by Kienholz / W Johnson to make an exception to the procurement procedures totaling \$390 for Highway and LWRD meals this year only; carried by voice vote.

Finance director.

Finance director Maggie Wickre handed out and discussed financial reports.

Ms. Wickre also handed out procedural information on the Fuel One card, the new gas credit cards that will accompany all county cars. This information will be attached to the Procedures of

the Procurement Manual.

Ms. Wickre stated the auditors are coming May 31st – June 4th, and that a person from Liberty Mutual was here today.

Motion by N Johnson / Masters to approve vouchers numbered 279188 – 280145 and dated 5/11/11; carried by voice vote.

Committee observations.

Vice-chair Brian Masters spoke on a conference he went to in Stevens Point on the budget repair bill, sponsored by Wisconsin County Mutual Insurance. There were presentations on whether counties would benefit or not under the proposed bill; wages and benefits; insurance; and handbooks. Wisconsin Mutual wants all counties to adapt to the new circumstances under the bill in the same manner.

The administrative committee will evaluate county administrator Dana Frey on Monday, May 16th.

Motion by Kienholz / W Johnson to adjourn; carried by voice vote.

Adjourned at 3:52 PM.