



DEPARTMENT OF ADMINISTRATION FINANCE COMMITTEE MEETING

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

July 13th, 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 **June 8th, 2011** Minutes

Public Comments

Committee Calendar/Agenda/s: Next Finance meeting July 27th, 2011, County Board meeting is July 19th.

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.

Land Information- Tim Anderson

Resolution to Authorize an Agreement with the Wisconsin Department of Agriculture, Trade and Consumer Protection for Farmland Preservation Planning Grant Funds.

Treasurer- Amanda Nissen

Budget 2012 Submission

County Clerk- Carole Wondra

Acceptance of Memorandum of Understanding for City of Amery

Budget 2012 Submission

Information Technology- Todd Demers

Office Update

Budget 2012 Submission

County Administrator- Dana Frey

Resolution for PH capital purchase

County Administrator- Dana Frey

2012 budget process

Budget policy: discussion/ action on resolution

Financial reports/ Audit

2011 budget execution

2010 Audit

Department update/status

Finance – Maggie Wickre

Budget 2012 Submission
Larry Jepsen Voucher
Office Update

Vouchers #'s dated 7/13/2011: 280928-

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 July 13th, 2011 Meeting**

Chairman Gary Bergstrom called the meeting to order at 1:58p.m.

Present for finance committee: Brian Masters
Neil Johnson
William Johnson
Gary Bergstrom
Kathy Kienholz- absent

Also present: Dana Frey, county administrator Maggie Wickre, finance manager
Todd Demers, information technology Amanda Nissen, treasurer
Tim Anderson, land zoning Carole Wondra, county clerk
Gretchen Sampson, public health director

Motion by Neil Johnson /William Johnson to approve the agenda after adding, review of Ken Sample's email; carried by voice vote.

Motion by Masters/ N Johnson to approve the minutes of June 8th, 2011 meeting; carried by voice vote.

Public comment: None

Committee calendar / agenda(s). Next Finance meeting July 27th, 2011, County Board meeting is July 19th.

Land Information

Tim Anderson handed out and discussed Resolution to Authorize an Agreement with the Wisconsin Department of Agriculture, Trade and Consumer Protection for Farmland Preservation Planning Grant Funds.

Motion made by N Johnson/ W Johnson to recommend moving Resolution to county board; Carried by voice vote.

Information Technology

Director Todd Demers handed out and discussed status of I.T. department as of July 13th and Budget 2012 Submission.

Treasurer's office

Treasurer Amanda Nissen handed out and discussed her Budget 2012 Submission.

County Clerk

County Clerk Carole Wondra handed out and discussed her Budget 2012 Submission.

Ms. Wondra spoke on fee schedule to change in 2012 for SVRS that would be an annual fee.

Carole Wondra handed out and discussed copy of Acceptance of Memorandum of Understanding for City of Amery.

July 13, 2011

Public Health

Director Gretchen Sampson handed out and discussed Resolution to authorize purchase of clinical documentation software for Polk County Health Department. Cost is \$ 55,847.00 and Board of Health approved.

Motion made by William Johnson/ Gary Bergstrom to recommend moving Resolution to county board; Carried by voice vote.

County Administrator

County Administrator Dana Frey discussed and handed out copy of 2010 Annual Financial Report.

County Administrator Dana Frey discussed and handed out information on:

- Department Head tasks, budget and administration July- September 2011
- Copy of budget information needed
- Committee quarterly report period ending June 30,2011
- Existing Debt service payments
- Budget Preparation and execution Policy draft

Mr. Frey discussed 2012 budget process, budget information by July- August, economic & revenue outlook, levy and fee/fees into one schedule.

Mr. Frey handed out and discussed Budget 2012 Submission.

Motion made by Masters/William Johnson to recommend moving Budget Preparation and execution Policy draft to county board; Carried by voice vote.

Finance Manager

Finance Manager Maggie Wickre spoke on investment committee and rewriting an investment policy. We are preparing a new RFP for financial management and investments.

Ms Wickre discussed Larry Jepsen Voucher in the amount of 344.28. **Motion by W Johnson/ N Johnson to pay this time and advise extension of policy; Masters opposed, rest carried by voice vote.**

Motion by W Johnson /Masters to approve vouchers numbered 280928-282002 and dated 7/13/11; carried by voice vote.

Committee Observations

Review and discussed Ken Sample's Email with County Administrator Dana Frey

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

Adjourned at 4:41PM