



DEPARTMENT OF ADMINISTRATION FINANCE COMMITTEE MEETING

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

***AMENDED**

July 27th, 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 **July 13th, 2011** Minutes

Public Comments

Committee Calendar/Agenda/s: Next Finance meeting August 10th, 2011, County Board meeting is August 16th.
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.

LarsonAllen- Steve Tracey

Comprehensive Annual Financial Report

* County Administrator- Dana Frey

Recommendation on Resolution to Authorize the Establishment of an Employee Recognition and Awards Program Pursuant to Section 59.22(2)(e)

County Administrator- Dana Frey

2012 budget process

2011 budget execution

Department update/status

Finance – Maggie Wickre

Office Update

Vouchers

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
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Minutes of July 27th, 2011 Meeting

Vice Chair Brian Masters called the meeting to order at 2:00pm.

Present for finance committee: Neil Johnson
William Johnson
Kathryn Kienholz

Absent: Gary Bergstrom,

Also present: Dana Frey, county administrator
Maggie Wickre, finance director
Steve Tracy, LarsonAllen LLP
Doug Host, LarsonAllen LLP
Member of the press

Motion by N Johnson / W Johnson to approve the agenda after County Administrator, Dana Frey requested dropping the resolution; carried by voice vote.

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

Public comment.

No public comment.

Auditors

Steve Tracy and Doug Host from LarsonAllen, County external auditors, presented the 2010 published single audit report and an audit summary report. Host reviewed the audit summary with the Finance Committee with comments from Tracy.

County Administrator.

Frey gave a summary of the budget process to date. His goal is to get the budget submissions into our financial software by August 12th, then analyze the lowest cost of implementing programs in 2012. Fee schedules are being submitted to the Department of Administration and will be collected and attached to the resolution to approve the comprehensive fee schedule at the August County Board meeting. Frey discussed the levy limit calculation for 2012 and the changes implemented in it by the State of Wisconsin.

Frey commented that we are tracking the 2011 budget carefully and watching to see how departments' revenues and expenses are projected to end the year. Sales tax received in July was disappointingly low, especially after June's record level.

Motion by W Johnson / Kienholz to approve vouchers numbered 282003 – 282540 and dated 7/27/11; carried by voice vote.

Committee calendar / agenda(s).

Next finance meetings are August 10th and 24th, 2011. County Board is August 16th.

Motion by N Johnson / Kienholz to adjourn; carried by voice vote. Adjourned at 3:40pm.