



## DEPARTMENT OF ADMINISTRATION FINANCE COMMITTEE MEETING

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

**January 12<sup>th</sup>, 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 **December 15th** Minutes  
Public Comments

Committee Calendar/Agenda/s

*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  
Gopher Bounty Resolution  
Office update

Treasurer- Amanda Nissen  
Financial report

Closed Session: Input on Employee Development Review for Finance/Administration and Annual performance evaluation for Todd Demers.

County Administrator- Dana Frey  
Allocating Insurance premiums  
Budget policy  
Budget calendar  
Department Update/Status

Finance – Maggie Wickre  
Office Update  
Purchasing policy (workgroup)  
Expenditure documentation for CIP  
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, 2<sup>nd</sup> Floor East Conference Room**  
**100 Polk County Plaza, Balsam Lake, Wisconsin 54810**  
**Minutes of January 12th, 2011 Meeting**

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

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

Also present: Dana Frey, county administrator Maggie Wickre, finance manager  
Carole Wondra, county clerk Amanda Nissen, treasurer  
Todd Demers, information technology

**Motion by Masters / Kienholz to accept the agenda; carried by voice vote.**

**Motion by N Johnson / Masters to approve the minutes of December 15th, 2010 meeting; carried by voice vote.**

**Public comment** None.

**Committee calendar / agenda(s).** County board meeting is January 18<sup>th</sup>, 2011 at 6:00 p.m. Next finance committee meeting is February 16<sup>th</sup>, 2011 at 2:00 p.m. Cancel finance meeting for February 23<sup>rd</sup>, 2011. No county board meeting in February.

**County Clerk**

County Clerk director Carole Wondra handed out resolution on gopher bounty and discussed the cost of \$14,007. Budgeted amount was \$15,000 for 2010 and \$16,000 in 2011.

Ms. Wondra stated that her department revenue is up slightly and that all department personnel have obtained certification to issue passports. The staff is preparing for the February primary election.

**Motion by N Johnson/ Masters to present Gopher Bounty Resolution to county board; carried by voice vote.**

**Treasurer's office**

Treasurer Amanda Nissen handed out and discussed her office update. The Land Information office has hired Becky Dufresne for the mapping position, and she is being trained. Almost all tax statements have been mailed; there were some that still require correction and will be mailed shortly.

Amanda Nissen updated the committee on monthly reports on outstanding tax certificates, interest earned on tax certificates, investments, cash balance, and monthly interest on the county's checking account.

- Outstanding tax certificates of \$312,423.73 were paid off during December;
- Interest earned on tax certificates was \$54,070.05.

- Monthly interest on checking account at 0.8% was \$1,587.60.

### **Information Technology**

IT director Todd Demers handed out Employee Development form and discussed goals, performance and mission.

### **County Administrator**

County Administrator Dana Frey discussed and handed out information on:

- Performance management;
- 2011 budget calendar;
- Design for budget policy and best practices;
- Descriptions of programs, their funding, whether mandated, and level of service.

Mr. Frey spoke on allocating insurance premiums back to the departments that give costs to the liability. Doing such allocation will allow some premiums to be paid by grant and other funds rather than levy funds.

Mr. Frey discussed a structured budget policy and stated sound principles are needed, such as pooled resources, reporting system, performance, documentation, broad goals, balance, and accountability.

### **Finance**

Finance Director Maggie Wickre discussed and handed out information on:

- Employee reimbursement return form;
- New procurement card manual;
- Purchasing policy workgroup minutes from January 10<sup>th</sup>;
- Request for purchase approval form;
- 2011 capital purchases form.

Ms. Wickre stated that the remaining balances in the Kronos time-keeping system fund, the Johnson Controls project fund, and the 911 project fund are being transferred to the general fund, and the project accounts closed out.

Ms. Wickre updated the committee on the status of non-lapsing accounts. In order for such an account balance to be rolled over to 2011 the applicable departments need specific approval from Dana. Departments are required to submit an approval request form to Dana.

Ms. Wickre has mailed to the organizations to which Polk County gives funds a request for audited 2010 financials and 2011 budgets. If the organization is not audited she will accept unaudited financial statements.

Ms Wickre handed out Employee Development form and discussed goals, performance and mission.

**Motion by Kienholz / Masters to move into closed session for Input on Employee Development Review for Finance/Administration and Annual performance evaluation for Todd Demers at 4:09; carried by voice vote.**

**Motion by N Johnson / Kienholz to move into open session; carried by voice vote.**

**Motion by N Johnson / Kienholz to approve vouchers numbered 275491 - 276221 and dated 1/12/2011; carried by voice vote.**

**Motion by Kienholz / Masters to adjourn; carried by voice vote.**

Adjourned at 4:49pm.