



DEPARTMENT OF ADMINISTRATION FINANCE COMMITTEE MEETING

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

February 16th, 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 **January 12th** Minutes
Public Comments

Committee Calendar/Agenda/s: Finance meetings March 9th and 23rd.

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.

Worksite Wellness- Darlene Kusmirek and Karl Beaupre
Discussion/Consideration of Government Fitness Center

Employee Relations- Darlene Kusmirek
Worker's Comp MOD Experience Rating

Corporate Counsel- Jeff Fuge
Recommendation on Resolution to Pay 2010 Dog License Funds pursuant to Wisconsin Statute Section 174.09(2).

Finance Director- Maggie Wickre
Determination on value of used grooming snowmobile purchased by Parks, Buildings, Solid Waste and Forestry Department.

2011 Goals and Objectives

Treasurer- Amanda Nissen
Void outstanding checks

Information Technology- Todd Demers
AMCI contract

Lime Quarry- Dave Peterson
West Immanuel Lutheran project costs exceed \$25,000.00.

County Administrator- Dana Frey
Budget policy draft outline
Budget instructions part 1
Policy 10- Finance chapter
Simplify budget guide
Department update/status

Finance – Maggie Wickre
Petty Cash
1099's- 286 sent 1/28
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 February 16, 2011 Meeting

Chairman Gary Bergstrom called the meeting to order at 2:00 p.m.

Present for finance committee: Gary Bergstrom
Brian Masters
Kathy Kienholz
William Johnson
(Neil Johnson was absent)

Also present: Dana Frey, county administrator Maggie Wickre, finance manager
Jeff Fuge, corporate counsel Amanda Nissen, treasurer
David Peterson, lime quarry Todd Demers, information technology
Darlene Kusmirek, employee relations

Motion by Kienholz / Masters to accept the agenda after removing item concerning a donated snowmobile, upon which no action is needed; carried by voice vote.

Motion by Masters / W Johnson to approve the minutes of January 12th, 2011 meeting; carried by voice vote.

Public comment. None.

Committee calendar / agenda(s). County board meeting is March 15. Next finance committee meeting is March 16. March 9 and 23 finance meetings are canceled.

Worksite Wellness.

Employee relations manager Darlene Kusmirek distributed for discussion a handout describing the proposed fitness center in the government center, to be modeled after the fitness center in the sheriff's department but with somewhat different equipment. She said the fee for employees is planned to be \$10/month for the employee's first two years and \$5/month thereafter. Ms. Kusmirek presented data showing that nationally there is a \$3+ return on every dollar invested in employee fitness and health. The return comes in the form of reduced health care costs.

The committee consensus was that the fitness center is a good idea, both for potential savings in health costs and for possible increased productivity. The committee requested Ms. Kusmirek to draft a three-year budget, investigate possible liability to the county, and determine which committee might take responsibility for the fitness center.

Employee Relations.

Ms. Kusmirek handed out and discussed the county's worker's compensation 0.73 MOD

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experience rating for the year 2011-2012. This rating is excellent. Worker's comp looks at the county's actual experience compared to expected cost over a three-year period; thus, our injury rate is roughly three-quarters of what it would be expected to be given the tasks our workers perform.

Ms. Kusmirek stated that two factors are largely responsible for our excellent rating: 1, the efforts of the safety committee, and 2, the county's efforts to get injured workers back to work as soon as possible, if necessary at a reduced work load or on different tasks. Returning to work as soon as possible has been shown by research to be beneficial to both the employer and the injured employee.

Dog license funds.

Corporate counsel Jeff Fuge spoke on the *Recommendation on Resolution to Pay 2010 Dog License Funds pursuant to Wisconsin Statute Section 174.09(2)* to Arnell Human Society. The disbursement must be made by the county treasurer. Mr. Fuge noted that, while normally the finance committee would approve this disbursement, it cannot do so at this meeting because of lack of quorum; both Ms. Kienholz and Mr. William Johnson are on Arnell board and must abstain due to conflict of interest, and Neil Johnson is absent from the meeting. Because of the lack of quorum, the county board will have to authorize the disbursement.

Treasurer.

Treasurer Amanda Nissen handed out a list of outstanding checks that are legally eligible to be voided.

Motion by W Johnson / Kienholz to move the resolution to void these checks forward to County Board. Carried by voice vote.

Information Technology.

IT director Todd Demers handed out his report on the status of the IT department as of February 16, 2011 and the AMCI system support services agreement for the period of April 1, 2011 through April 1, 2012.

Lime quarry.

Lime quarry manager Dave Peterson handed out an RFP for *Hauling of Fill Materials*. He told the committee that the quarry has the opportunity to obtain free fill material to use in the reclamation of land due to be returned to its owner by 2014. Although the fill is free, the quarry needs to hire a trucker to haul it the three miles from its present location to the quarry. This expense is in his budget; the contract will extend for two years and payment is not to exceed \$50,000. Mr. Peterson expects the cost to be closer to \$25,000.

County administrator.

County administrator Dana Frey handed out and discussed information on:

- Overview of governing committees' potential general roles and responsibilities, which are different under a county administrator than they were under a part-time administrative coordinator;
- His draft of *Citizens' Guide to the Polk County Budget*, a pamphlet promoted as a Best

Practice by government groups; he plans to put the finished pamphlet on the Polk County website and to print only a very limited number of copies to avoid the high cost of color printing;

- Budget policy outline; the old policy was twelve pages, the outline is one and a half;
- Finance committee duty roster with respect to revising its general role and responsibilities in the county administrator form of government.

Mr. Frey said that our auditors, LarsonAllen LLP, are going to use Polk County's practices for accounting for fund balance and destination accounts at a training seminar they are presenting on March 4. Polk County will be the first county in the state of Wisconsin to be compliant with the new accounting standards laid out in GASB (Government Accounting Standards Board) 54. LarsonAllen also plans to use Polk County as an example as they train other governmental audit clients throughout the region on the implementation of GASB 54.

Mr. Frey has directed all departments to submit descriptions of their mandated programs and related costs. They are using a structured form in order to make the results easily comparable. The results will be in by the time of the March county board meeting.

Finance.

Finance director Maggie Wickre handed out and discussed information on petty cash accounts in various county departments. The members of the finance committee had been apprised of these previously, and they dated and signed the list indicating their awareness and approval of the petty cash accounts.

Ms. Wickre said that auditors were here and will return for the week of May 31. She and her staff are working to streamline the process as much as possible to keep the cost down. Ms. Wickre and Jamie Carlson will attend the previously mentioned LarsonAllen conference in Minneapolis on March 4.

Ms. Wickre told the committee that her department sent out two hundred eighty-six 1099s on January 28.

Ms. Wickre is looking into the Financial Edge (Blackbaud) software and cost. Tammy and Jamie will do a Webinar on March 8. All necessary departments and employees have received their US Bank procurement card, which replaces the county credit cards previously carried by a large number of county employees. Jamie Carlson is collecting copies of proof of insurance and valid driver's license, as required by the county's insurance, from all employees who drive personal vehicles for county business.

Vouchers.

Motion by Masters / W Johnson to approve vouchers numbered 276222 – 277543 and dated February 16, 2011; carried by voice vote.

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

Adjourned at 4:40 pm.