



DEPARTMENT OF ADMINISTRATION FINANCE COMMITTEE MEETING

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

March 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 **February 16th, 2011** Minutes

Public Comments

Committee Calendar/Agenda/s: Next Finance meeting April 13th, 2011

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
Resolution for County official Newspaper

Corporate Counsel- Jeff Fuge
Contingency Fund Request of Sheriff's Department to Settle Employment Dispute

The committee may convene in closed session pursuant to Wisconsin Statute Section 19.85(1)(c) and (g) to confer with legal counsel who will provide an legal opinion concerning the settlement of pending employment litigation that involves the compensation of a public employee.

The committee will reconvene in open session to consider the request of the Sheriff's Department to transfer contingency funds in said employment claim. Upon returning to open session, the Committee may take up other subjects noticed on this meeting notice.

Claim for Attorney Fee Reimbursement

The committee may convene in closed session pursuant to Wis. Stat. Sec. 19.85(1)(c) and (f), to consider the noted claim because the consideration of same may involve the employment data of a public employee over which the county of Polk has jurisdiction; and the consideration of same would likely also involve the consideration of medical and personal histories of specific persons, which if discussed in public, would be likely to have a substantial adverse impact upon the reputation of the specific person referred to in such medical or personal histories.

Corporate Counsel/ Sheriff's Dept- Jeff Fuge

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The Committee may jointly consider such noticed matters in one closed session, or alternatively convene in separate closed sessions to consider such noticed matters. Following each such noticed closed session(s), the committee will convene in open session to consider and act upon subject matters noticed herein for consideration or action. The committee may reconvene in closed session to consider matters noticed herein for consideration in closed session or otherwise permitted pursuant to Section 19.85.

Corporate Counsel/ County Administrator- Jeff Fuge/ Dana Frey

Review and Recommendation on Resolution to Amend Polk County Personnel Policy 390, Non-Represented Employee Compensation Management Policy

County Administrator- Dana Frey

Review and revise Chapter 1 (Master Chapter) and Chapter 4 (Finance Committee) of Polk County Policy 010, Duties and Responsibilities of Governing Committees

Financial Outlook

Budget policy development

2010 year end issues

Department update/status

Finance – Maggie Wickre

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 March 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
Neil Johnson
William Johnson - Absent

Also present: Dana Frey, county administrator Maggie Wickre, finance manager
Jeff Fuge, corporate counsel Carole Wondra, county clerk

Motion by Masters / Kienholz to accept the agenda after moving closed session discussions to the end of agenda; carried by voice vote.

Motion by N Johnson / Kienholz to approve the minutes of February 16th, 2011 meeting; carried by voice vote.

Public comment. None.

Committee calendar / agenda(s). Next Finance meeting is April 13th, 2011, County Board meeting April 19th.

County Clerk. County clerk Carole Wondra spoke on the resolution for the county's official newspaper.

Motion made by Masters / Kienholz to accept bid for notices and advertisements of \$13,621.00 from Inter-County Leader and to table the purchase of books until more information is received; carried by voice vote.

County Administrator. County Administrator Dana Frey handed out information on:

- Financial status of Polk County and implications of Governor's proposal;
- Financial report as of December 31, 2010;
- Polk county finance committee duty roster;
- Resolution to Amend Polk County Personnel Policy 390;
- Non-Represented Employee Compensation Management Policy;

Mr. Frey spoke on Review and Recommendation on Resolution to Amend Polk County Personnel Policy 390, Non-Represented Employee Compensation Management Policy:

Motion made by Masters / N Johnson for resolution to move to County Board. Carried by voice vote.

Mr. Frey discussed the review and revision of Chapter 1 (Master Chapter) and Chapter 4 (Finance Committee) of Polk County Policy 010, Duties and Responsibilities of Governing Committees:

Changes were proposed and agreed upon:

- Item #2, "... the committee will perform all functions described within Polk County financial and budget."
- Item #3, "The county administrator, the county treasurer, or the county board chairman will report such investments or changes in investments to the finance committee who will make recommendations/ reviews to the county administrator in a timely fashion."

Motion by Kienholz / Masters to recommend Committee Duty Roster to the organizational committee with above changes made; carried by voice vote.

Mr. Frey discussed the county's financial outlook and handed out a financial report as of December 31st. He also discussed the county's financial status and the implications of the governor's budget proposal.

Motion made by N Johnson / Masters to move to closed session. Carried unanimously by roll call vote. The committee went into closed session at 3:42 pm. Also present during closed session were Jeff Fuge, corporation counsel; Dana Frey, county administrator; and Darlene Kusmirek, employee relations manager.

Motion by Masters / Kienholz to return to open session. Carried by voice vote.

Motion made by Masters / Kienholz to move \$10,000 from Contingency Fund to Sheriff's for employment claim; carried by voice vote.

Motion made by Masters / N Johnson deny request for reimbursement for attorney fees; carried by voice vote. The request will not be moved to the full board.

Motion by Kienholz / Masters to approve vouchers numbered 277544- 278412 and dated 3/16/11; carried by voice vote.

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

Adjourned at 4:13 PM.