



## DEPARTMENT OF ADMINISTRATION FINANCE COMMITTEE MEETING

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

\*\*\*\*\***AMENDED**\*\*\*\*\*

April 13<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 **March 16<sup>th</sup>, 2011** Minutes  
Public Comments

Committee Calendar/Agenda/s: Next Finance meeting May 13<sup>th</sup>, 2011, County Board meeting is April 19<sup>th</sup>.

*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.*

Parks and Buildings- Debbie Peterson  
2010 Projects carry over to Contingency Fund  
Purchase recycling truck

Information Technology- Todd Demers  
Redaction Project Review  
San System for virtual network

\*Highway – Kathy Bohn  
Purchase grader

County Administrator- Dana Frey  
Golden Age Manor (GAM) financial status  
Review of non-mandated services  
Budget policy draft  
Financial reports  
2011 budget execution  
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, 2<sup>nd</sup> Floor East Conference Room 100  
Polk County Plaza, Balsam Lake, Wisconsin 54810 Minutes of April 13, 2011 Meeting**

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

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

Also present: Dana Frey, county administrator                      Maggie Wickre, finance manager  
Malia Malone, corporate counsel                      Steve Mullenbach- Highway  
Todd Demers- Information Technology

**Motion by Masters /N Johnson to approve the agenda; carried by voice vote.**

**Motion by N Johnson/ Masters to approve the minutes of March 16<sup>th</sup>, 2011 meeting; carried by voice vote.**

Public comment None.

Committee calendar / agenda(s). Next Finance meeting is May 11<sup>th</sup>, 2011, County Board meeting May 17<sup>th</sup>.

Parks and Buildings

Finance Manager Maggie Wickre spoke due to Director Debbie Peterson absent.

Subject of 2010 Projects carry over to Contingency Fund is tabled until next meeting.

Finance Manager Maggie Wickre spoke on purchase of recycling truck. This is for information only. The purchase will be made from Boyer Trucks in the amount of \$60,947.00.

Information Technology

IT director Todd Demers handed out status of the IT department as of April 13<sup>th</sup>, 2011.

Mr. Demers was requested to give a presentation in June on the virtual desktops on how it works.

Mr. Demers spoke on redaction of land records in Register of Deeds department. The Wisconsin law mandates that all land records that contain social security numbers must be redacted. A RFP will be drafted and posted by May 2<sup>nd</sup>, 2011.

Mr. Demers discussed San System. Account # 51451-243, computer repair/ replacement. His budget funds computer towers, but with the new direction of putting employees on the virtual system there is a need to purchase 2 San Systems from this account instead of the original plan for towers. These 2 San Systems would also enable Polk County to have proper backup. Finance approved his request to use the funds from the above account to purchase these 2 systems for \$50,000.

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### Highway

Supervisor Steve Mullenbach spoke on purchase of a front end loader. The amount is \$92,019.00 which includes scale.

### County Administrator

County Administrator Dana Frey discussed and handed out information on:

- Budget policy outline
- Golden Age Manor (GAM) financial status
- Review of non-mandated services
- Financial reports
- 2011 budget execution

Ms. Kathy Kienholz joined by conference call at 2:34PM to discuss GAM.

Mr. Frey spoke on Golden Age Manor finances. LarsonAllen is benchmarking GAM as a county facility. County will save \$200,000 in employee compensation. Funds of \$800,000, we receive would be lost if a private organization ran the facility. GAM is down \$378,362.00 which includes, \$100,000 transferred to general fund.

Mr. Frey stated Director Gary Taxdahl Retired April 1<sup>st</sup> and Golden Age Manor will have to hire someone in 3 months.

**Motion made by Masters/N Johnson for Mr. Frey to address and look into the financials and other financial alternatives and prioritize issues; carried by voice vote.**

Mr. Frey stated he has a survey on line for county board members to fill out or paper form if preferred on review of non-mandated services. Narratives, surveys, rate of importance of services into one.

Mr. Frey handed out a Budget policy draft outline, which is due in June. There will be a scheduled meeting after memorial weekend.

Budget 2012 narratives are due May 6<sup>th</sup>. This is the same format as used last year.

Financial reports will have a new draft system. Maggie Wickre is working on this.

Mr. Frey stated a resolution will be needed next month to clean up accounts on the 2011 budget execution.

Vice chairman Brian Masters made a motion to discuss Library. Finance Manager Maggie Wickre reminded this topic is not on an agenda. No 2<sup>nd</sup> motion and motion was withdrawn.

**Motion by N Johnson /Masters to approve vouchers numbered 278413- 279187 and dated 4/13/11; carried by voice vote.**

### Committee Observations

Vice chair Brian Masters and supervisor Neil Johnson stated finance committee attendance is poor and there is one meeting per month. They would like to see all committee members present.

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

**Adjourned at 3:57 PM**

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