



## Polk County Finance Committee

Meeting date: May 9, 2012      Start time: 2:00 p.m.      Est. end time: 3:40 p.m.

Location: 2<sup>nd</sup> Floor East Conference Room, Government Center Building

Purpose: Organization of committee, report on progress towards policy goals, and recommendation on resolutions to amend policies and budgets

Meeting documents:

- Resolutions for consideration at this meeting (under item 3.1, below)

### 1. Standing items

1.1 Call meeting to order      County Board Chair

### 3. New business

2.1 Election of officers      County Board Chair / 10 minutes

### 1. Standing items (continued)

1.2 Approve agenda      County Board Chair

1.3 Approve minutes of previous meeting      Finance Committee Chair

1.4 Administration report and discussion

- Department overview
  - Current 2012 financial status and 2011 financial update
  - Report on progress towards policy goals
  - Cash flow statement and investment policy
  - Public financial management self-evaluation
- County Administrator / 20 minutes

### 2. Old business (none)

### 3. New business

3.1 Consideration of Resolutions

- 3.1.1 Resolution to Act on Offer of Endeavors Adult Development Center to Modify Terms of Adult Development Center Lease      County Administrator/40 minutes

Agreement for 2012

- 3.1.2 Resolution to Amend the Purchasing Policy (Policy 912) for Auction and Motor Fuel Purchases
- 3.1.3 Resolution to Increase the 2012 Budget for Personnel Appropriations for the Lime Quarry
- 3.1.4 Resolution to Amend 2012 Budget – Authorization of Designation, Carry-over, Transfer, and Reappropriation of Specified Funds from 2011 to 2012 (year-end cleanup resolution)
- 3.1.5 Resolution on Funding for jail Literacy and Phase-out of the Polk County Library Federation

**3.2 Meeting schedule for 2012-2014**

Chair / 5 minutes

**4. Ending items**

4.1 Review action items

Chair / 5 minutes

4.2 Committee member comments

Committee / 5 minutes

4.3 Set next meeting date/agenda items

Chair / 5 minutes

4.4 Adjourn

**POLK COUNTY DEPARTMENT OF ADMINISTRATION  
FINANCE COMMITTEE MEETING  
May 9<sup>th</sup>, 2012**

**Polk County Government Center  
2nd Floor, East Conference Room  
100 Polk County Plaza, Balsam Lake, Wisconsin 54810**

William Johnson called the meeting to order at 2:04 p.m.

Present for finance committee: Gary Bergstrom Neil Johnson Kathryn Kienholz

Absent: George Stroebel Kristine Hartung

Also present: Dana Frey, county administrator  
Maggie Wickre, finance manager  
William Johnson, county board chair

N Johnson nominated Bergstrom as finance committee chair. Kienholz / N Johnson moved to close the nominations and cast a unanimous vote for Bergstrom; carried by voice vote.

Bergstrom nominated N Johnson as vice-chair. Kienholz / N Johnson moved to close the nominations and cast a unanimous vote for N Johnson; carried by voice vote.

Kienholz nominated Kris Hartung as secretary. N Johnson / Kienholz moved to close the nominations and cast a unanimous vote for Hartung; carried by voice vote.

William Johnson left the meeting.

**Motion by Kienholz / Johnson to approve the agenda after adding public comment and moving the Endeavors resolution to be discussed immediately after election of officers; carried by voice vote.**

**Motion by Johnson / Kienholz to approve the minutes of April 11<sup>th</sup>, 2012 meeting; carried by voice vote.**

**Public comments.**

Brian Masters addressed the Committee on the library evaluation.

**Committee calendar/agenda(s).**

Regularly scheduled meetings will be the second Wednesday of the month at 2 pm; this will continue to be our normal meeting time. The next meeting will be June 13<sup>th</sup>, 2012 at 2 p.m.

The committee's agenda will include a report from the IT manager monthly, from the county treasurer every other month, and from the county clerk quarterly; treasurer and clerk may request to be on the agenda more often as needed.

**County administrator.**

*Consideration of Resolution on Endeavors Modified Lease.*

Frey stated that the Endeavors director, Diana Manning, contacted him on April 1 in regard to the outstanding payments, totaling roughly \$60k, owed to the County. Manning asked that the county property committee meet with the Endeavors board and that Endeavors be able to submit a repayment schedule to Polk County. Frey stated that Endeavors will no longer purchase fuel from our highway department nor will the county purchase their janitorial supplies. **Kienholz / Johnson moved to recommend this resolution be postponed until the June county board meeting, after the two boards had met; carried on voice vote.**

*Administrator's report.*

- Collection of the county's accounts receivable needs more attention. Corporation counsel Jeff Fuge will be in charge of designing a uniform countywide collection procedure aimed at shortening collection times.
- The administration department will look at all service contracts and bid out services like insurance broker and investment adviser.
- Auditors come next Monday. Workers' compensation auditor was here this week.
- The County has not been sufficiently aggressive in charging indirect costs to grants. We will be asking our auditors to help us review grants for administrative costs recovery.
- Both Golden Age Manor and the home health care program had significant losses in 2011.
- Frey handed out an assessment of public financial management in Polk County using the Public Expenditure and Financial Accountability for fiscal year 2010. This tool graded the county in a number of areas and indicated where there is opportunity to improve in financial management.

*Resolution to Amend the Purchasing Policy for Auction and Motor Fuel Purchases.*

Highway department requested that the policy on purchase at auctions be changed to allow purchase if the seller allows us to certify that the equipment is in acceptable condition. This will require that an independent appraiser examine the equipment and assure us that the goods are as described; this procedure will apply if a refund on the purchase is not available. Additionally, the sealed bid approach will not work for fuel purchase and such purchases will be required to be made at the lowest price available at the time. **Motion by Kienholz / Johnson to recommend that this resolution be passed by county board; carried on voice vote.**

*Resolution to Increase the 2012 Budget for Personnel Appropriations for the Lime Quarry.*

Lime quarry is experiencing record sales and is having difficulty keeping up with demand with their present staff. This cost of this resolution to hire two temporary part-time employees will be covered by the increased revenue. **Motion by Johnson / Kienholz to approve this resolution and move it forward to County Board; carried on voice vote.**

*Resolution to Amend 2012 Budget – Authorized of Designation, Carry-over, Transfer, and Re-appropriation of Specified Funds from 2011 to 2012 (year-end cleanup resolution).*

**Motion by Johnson / Kienholz to approve this resolution and move it forward to County Board; carried on voice vote.**

*Resolution on Funding for Jail Literacy and Phase-out of the Polk County Library Federation.*

Motion by Johnson to move this resolution to county board with finance recommendation to pass; motion failed for lack of a second. No recommendation from finance on this resolution.

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

**Meeting adjourned at 3:40 pm.**