

Polk County Finance Committee

Meeting date: July 11, 2012

Start time: 2:00 p.m.

Est. end time: 3:00 p.m.

Location: 2nd Floor East Conference Room, Government Center Building

Purpose: update on budget execution and preparation

Meeting documents:

- None

1. Standing items

1.1 Call meeting to order

1.2 Approve agenda

1.3 Approve minutes of previous meeting

Finance Committee Chair/ 5
minutes

2. Old business

RFP Investment Advisor

County Administrator/ 5 minutes

3. Public Comments

3 minutes

4. New business

4.1 Budgets

4.1.1 County Treasurer

County Treasurer/10 minutes

4.2 2013 Budget

County administrator/15
minutes

5 Ending items

5.1 Review action items (if any)

Chair /5 minutes

5.2 Committee member comments

Committee / 5 minutes

5.3 Set next meeting date/agenda items

Chair /5 minutes

5.4 Adjourn

DEPARTMENT OF ADMINISTRATION FINANCE COMMITTEE MEETING
July 11th, 2012

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

Gary Bergstrom called the meeting to order at 2:00 PM

Present for finance committee: Gary Bergstrom Neil Johnson Kathy Kienholz
George Stroebel and Kristine Hartung

Also present: Dana Frey, county administrator
Maggie Wickre, finance manager

Motion by Stroebel/Hartung to approve the agenda: carried by voice vote.

Motion by Johnson/Hartung to approve the minutes of June 13th, 2012 meeting; carried by voice vote.

Old Business:

RFP Investment Advisor – The request is on our website Public Purchase program and have had several contacts.

New Business:

County Treasurer – Treasurer, Amanda Nissen, reviewed and discussed the department's budget report.

Public Comments - none

County Administrator- Dana Frey
Report 2013 budget

Dana Frey, County Administrator, discussed the procedures with the departments for the 2013 budget as well as the procedures and dates this year for the budget by the Department of Admin. Fee schedules are being compiled from the departments and will be presented to the county board in August. The direction presented to the departments from the administrator is to make sure the costs of services and supplies are covered. We will be forming a grant procedure for recovering indirect costs, and if no indirect costs can be recovered then the county board will have to approve the indirect costs to implement that grant. This grant policy will be incorporated into the budget policy.

Issues for 2013 budgets are: the levy revenues are frozen, Wisconsin Retirement rates are increasing, debt service payment increases, health insurance cost expected to increase, benefits and compensation considerations, look to attrition to cover our increased costs, and asked departments not to decrease expenses.

2012 budget execution - budget discipline in performance of each department 2012 will be addressed. Our policy and state law says you cannot spend outside above each department budget. Dana suggests that a department having over spent their 2012 budget would have to request a contingency transfer to fund the short

fall to the finance committee. If overspent over 10% the department head would have to request funds to cover the short fall from the county board.

2012 execution – There are some problem areas that are being watched closely.

Our payroll system is a concern for its stability with inadequate reporting capability. We are moving our payroll to ADP with an expected return that will more than pay for itself and ADP has works well with our Kronos timekeeping system.

Review action items:

August meeting we are expecting Steve Tracy to present the audit to the Finance Committee.

Debt management policy.

Accounts Receivable

Health Insurance

Levy number for 2013

Jeff Fuge advice on the Endeavors' lease

Committee Member Comments

August 6th at 1 pm for joint property and finance committee meeting. Agenda resolution for county board. Finance will meet on the 6th of August.

Motion to adjourn at 3:55 pm by Johnson/Hartung; motion carried by voice vote.