



DEPARTMENT OF ADMINISTRATION FINANCE COMMITTEE MEETING

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

September 7th, 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 **August 10th, 2011** Minutes

Public Comments

Committee Calendar/Agenda/s: Next Finance meeting September 21st, 2011, County Board meeting is September 20th.

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 Administrator- Dana Frey

Resolution to Authorize A One-Time Temporary Equity Pay Adjustment to Non-Represented Employees

2012 budget

RFP banking services

Housing Authority letter

Department update/status

Treasurer- Amanda Nissen

Office Update

Finance – Maggie Wickre

Office Update

Vouchers

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 September 7th, 2011 Meeting

Vice Chairman Brian Masters called the meeting to order at 2:00 p.m.

Present for finance committee: Brian Masters
 Neil Johnson
 William Johnson
 Kathryn Kienholz

Absent: Gary Bergstrom

Motion by W Johnson / Kienholz to approve the agenda; carried by voice vote.

Motion by Kienholz / W Johnson to approve the minutes of August 10th, 2011 meeting; carried by voice vote.

Public comment. None

Committee calendar / agenda(s). Next finance meetings are September 21st, Oct. 5th and 17th, 2011. The county board meeting is October 18th.

County Administrator.

County Administrator Dana Frey handed out and discussed information on the 2012 budget recommendation.

Frey discussed what constituted a good structured budget policy. Sound principles are needed, such as pooled resources, reporting system, performance measurement, documentation, broad goals, balance, and accountability.

Frey spoke on Resolution to Authorize A One-Time Temporary Equity Pay Adjustment to Non-Represented Employees.

Motion by Kienholz/ W Johnson to present Resolution to county board; carried by voice vote.

Frey stated the 2012 budget amendments are to be in by October 13th.

Frey reported that he had received a letter from the Polk County Housing Authority to terminate the contract we have with them. He plans to ask Wisconsin Regional Planning for help.

September 7th, 2011

Treasurer's office.

Treasurer Amanda Nissen handed out and discussed her office update. Nissen also stated she had posted an RFP for Banking Services.

Nissen updated the committee on monthly reports on outstanding tax certificates, interest earned on tax certificates, investments, cash balance, and monthly interest on the county's checking account.

Motion by W Johnson / N Johnson to approve vouchers numbered 282658 – 283790 and dated 9/7/11; carried by voice vote.

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

Adjourned at 3:23 p.m.