

Polk County Finance Committee

Meeting date: Sept. 19 ,2012 Start time: 2:00 p.m. Est. end time: 3:30 p.m.

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

Purpose: Report on 2013 Budget

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. Public comment

3 minutes each/30 minutes
total

3. Old business

None

4. New business

4.1 Funding for Johnson Control from Contingency Fund Deb Peterson / 10

4.2 Worksite Wellness

Darlene Kusmirek/ 10

4.3 2013 budget

County administrator/40
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
September 19th, 2012**

Polk County Government Center 2nd Floor, East Conference Room

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

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

Also present: Dana Frey, county administrator
Maggie Wickre, finance manager
Deb Peterson, director parks and buildings

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

Motion by Hartung/Kienholz to approve the minutes of September 5, 2012 meeting; carried by voice vote.

Public comment

None

Old business

None

New business

Funding for Johnson Control from Contingency Fund. Deb Peterson presented a bill for \$6,883.14 for the final costs to the Johnson Control Project from 2010. These expenses were final adjustments that Johnson Controls finished in 2012. **Motion to transfer \$6,883.14 from the contingency fund to Buildings by Bergstrom/Hartung; motion carried by voice vote.**

2013 Budget

County Administrator, Dana Frey, handed out budget booklets: 2013 – 2017 Capital Improvements Plan and Request for Additional Levy. Administrator Frey explained the details and procedures of these in the 2013 budget. Other items discussed for the 2013 budget were: personnel issues, major expenses that needed to be covered, compensation package, and budget approval procedures.

Department Budget Committee reports were handed out for: County Clerk, Treasurer, Information Technology, and Administration and reviewed for finance by Administrator Frey.

Ending Items

Next meeting dates: October 10th

Motion to adjourn at 3:07 pm by Kienholz /Stroebel; motion carried by voice vote.