



## **DEPARTMENT OF ADMINISTRATION FINANCE COMMITTEE MEETING**

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

**November 9<sup>th</sup>, 2011 1:30 p.m.**

### **Open Session**

(A quorum of the County Board or Governing Committees may be present.)

Call to order

Accept Agenda

Approval of **October 17<sup>th</sup>, 2011** Minutes

Public Comments

Committee Calendar/Agenda/s: Next Finance meeting November 23<sup>rd</sup>, 2011.

*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.*

Regional Planner- Tim Anderson  
CDBG Revolving Loan fund

County Administrator- Dana Frey  
Resolution to adopt the operating and capital budget for 2012  
Assignment of Fund balances  
Accelerated Investment moderation IT Dept  
Contingency Fund  
Resolution to Revise the Purchasing Policy to allow Energy Costs in Approving Purchases  
First Drafts of Investment and Purchasing policies  
Blackbaud Financial Edge  
Department update/status

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, 2<sup>nd</sup> Floor East Conference Room 100  
Polk County Plaza, Balsam Lake, Wisconsin 54810 Minutes of November 9<sup>th</sup>, 2011 Meeting**

Chairman Gary Bergstrom called the meeting to order at 1:30 p.m.

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

**Motion by Brian/Kathy to approve the agenda; carried by voice vote.**

**Motion by William/Brian to approve the minutes of October 17<sup>th</sup>, 2011 meeting; carried by voice vote.**

Public comment: none

Committee calendar / agenda(s). Next Finance meeting November 15<sup>th</sup> at 5:30.

**Regional Planner**

Tim Anderson, Planner from Land Information Department, explained the CDBG Revolving Loan Fund was returned to Polk County to administer from the Polk County Housing Authority. This grant has been managed by the Housing Authority for years and they recently decided not to be involved anymore. Tim will be reviewing this program and determine how it can be run by Polk County. This program is for low to moderate income citizens.

**County Administrator**

County Administrator Dana Frey discussed and handed out in draft form the Resolution to adopt the operating and capital budget for 2012. This resolution has the budget amounts in it as approved at the October County Board meeting with proposed changes to be expected by the November 15<sup>th</sup> Finance Committee meeting for review. The draft resolution will be going to County Board and Dana will hand out amendments to this resolution on the board floor as the numbers are still being reviewed as of today.

Expected amendments:

1. Consolidation of the Department of Aging with ADRC was explained by Dana. Work with the committees has been done and a resolution is drawn up to go ahead with putting the Department of Aging under ADRC. Remodeling expenses will be expected, but there will be a savings with this transition.
2. Public Health will be adjusting their special revenue funds as they were just notified of the expected amounts in 2012.
3. Technical amendments – bridge aid, tax exempt computer, small balance remains from October amendments.

Assignment of Fund balances will be addressed in the 2012 Budget Resolution and explained by Dana.

Accelerated Investment moderation IT Dept justification was handed out. As Todd Demers, IT Department Head, was not in attendance, Dana explained in general terms how this program is going to work. It will be reviewed later by Finance before this project is request to be implemented.

Contingency Fund - The transfer of the contingency funds will be postponed to be reviewed by Finance until the November 15<sup>th</sup> agenda. The contingency fund balance was discussed for next year. This fund will be increased in 2012 as expected since budgets are much leaner than they have been in past years and contingency requests are expected in the future.

Resolution to Revise the Purchasing Policy to allow Energy Costs in Approving Purchases was reviewed.

First drafts of Investment and Purchasing policies 1<sup>st</sup> draft of these policies were handed out by Dana.

Blackbaud Financial Edge will be a request from the contingency fund to upgrade our existing financial software. This will be presented to Finance November 15<sup>th</sup>.

Quarterly reports for Administration were handed out.

**Motion by Brian/Neil to approve vouchers numbered 285147-285572 and dated 11/7/11; carried by voice vote.**

**Motion by Brian/Neil to adjourn; carried by voice vote.**

**Adjourned at 3:15 PM**