

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

*****AMENDED*****

January 13th, 2010 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 Minutes of the Previous Meeting
Public Comments
Committee Calendar/Agenda/s

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.

1. Bob Moore- ICM Investments
Phone Conference at 2:10 PM
2. Bob Dueholm- GAM Reporting and Finance
3. ***** Human Services- Resolution *****
Review and Recommend Purchase of Conference Room/ Training Equipment
4. County Clerk – Carole Wondra
Office Update
5. Treasurer – Amanda Nissen
Office Update
6. Information Technology – Todd Demers
Office Update
I.T. Equipment Inventory procedures & request to assess a fee to departments for “lost” or
“missing” equipment.
RE: I.T. Director Performance Evaluation
Closed Session: The Committee may entertain a motion to go into closed session pursuant to
Wisconsin Statute Section 19.85(1)(c) Considering employment, promotion, compensation or
performance evaluation data of any public employee over which the governmental body has jurisdiction
or exercises responsibility
7. Medical Examiner – Jonn Dinnies
2010 Budget changes
8. Land Information – Sara McCurdy
Wisconsin Regional Orthophotography Consortium (WROC)
9. Library- Colleen Gifford
2009 unemployment

10. Finance – Maggie Wickre
 - Office Update
 - Bills and Vouchers
 - Status of Departmental Operations
 - Budget Update

11. 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.

FINANCE COMMITTEE MEETING MINUTES

The Polk County Finance Committee met in the Second Floor East Conference Room of the Polk County Government Center at 2:00 p.m. on January 13th, 2010.

Present for Finance: Gary Bergstrom Brian Masters Kathryn Kienholz
Mick Larsen Bryan Beseler

Also Present for Finance: Maggie Wickre, Amanda Nissen, Todd Demers, Deb Peterson,
Sara McCurdy, Bob Dueholm, Sherry Gjonnes, Member of Press

Moved by Mick Larsen/Bryan Beseler to approve the Agenda as published. Motion carried by voice vote.

Moved by Brian Masters/ Mick Larsen to approve the Minutes of December 9th, 2009 meeting. Motion carried by voice vote.

No Public Comments

Committee Calendar/Agenda/s: County Board meeting January 19th at 6:00pm. Next Finance Meeting is January 27th, 2010 at 2:00 pm.

Institutional Capital Management (ICM)

President Bob Moore answered and discussed questions by telephone conference. Mr. Moore will contact Treasurer Amanda Nissen in early February to discuss cash flow analysis sheets. This information will be prepared and completed and given to Finance Committee at end of February.

Human Services

Director of Human Services Sherry Gjonnes discussed Resolution of Review and Recommend Purchase of Conference Room and Training Equipment.

Ms. Gjonnes requested \$140,000.00 to upgrade four conference rooms with microphones, audio equipment, projectors, internet, sound system, and telecasting from room to room. Ms. Gjonnes stated these four conference rooms would be available for training for all county departments. Ms. Gjonnes commented and discussed this would be cheaper to have someone come in and train then to send her employees elsewhere.

Moved by Bryan Beseler/Brian Masters to have this non pass when taken to County Board. Motion carried by voice vote.

County Clerk

County Clerk Carole Wondra spoke on office update. Marilyn Blake had surgery and will return February 1st, 2010, so she is short one person.

Ms. Wondra stated there was training for election officials January 12th and 53 people attended.

GAM

Supervisor Bob Dueholm handed out worksheets of GAM Building Advances from County, 2007 Bond Proceeds, long term debt, payments, equalized values and expenses. Mr. Dueholm discussed he would like Finance Committee to go to County Board and recommend a loan for GAM.

Treasurer's Office

Treasurer Amanda Nissen handed out office Update, outstanding tax certificates, interest earned on tax certificates, cash balance and monthly interest in checking account, and Investments.

Ms. Nissen spoke on hand out of Outstanding Tax certificates. In December 2009 \$260,563.92. December 2009 Interest earned \$37,936.24, Checking Account interest dropped to 0.80%, and December sales tax \$205,843.07.

Ms. Nissen stated collection is proceeding with 2009 taxes at local municipalities. Department has received one invoice for title searches in the amount of \$11,250.00. Amanda is expecting another invoice for approximately \$ 11,000.00.

Information Technology

Information Technology Department Head Todd Demers handed out Finance report and Status on Department. Finance report as of January 13th, 2010 is \$20,813.45.

Department has been working on several projects such as Videoconferencing, timekeeping system, lime quarry modifications, year end budget and hardware virtualization.

Mr. Demers stated he has requested highway and departments in Justice Center to begin using time clocks.

Todd Demers discussed Director's Performance Review process Information, Distribution of Performance Evaluation Materials, job description and goals. Todd requested to discuss again in next Finance meeting.

Medical Examiner

Finance Director Maggie Wickre spoke to Finance Committee in the absence of Jon Dinnies. Ms. Wickre per Mr. Dinnies would like permission to move \$700.00 from operating cost to personnel and an additional \$2200.00.

Moved by Mick Larsen/Brian Masters to approve to move funds. Motion carried by voice vote.

Land Information

Director Sara McCurdy discussed Wisconsin Regional Orthophotography Consortium (WROC). Ms. McCurdy stated every five years they have to have current data and updated Aerial photos and 2011 will be the next year.

Ms. McCurdy discussed cost of \$85,000.00 but WROC is offering the cost of \$60,000.00 and two years to pay off this month. Ms. McCurdy stated there is a possibility of an extra 5 to 10% savings coming also. Ms. McCurdy would like to receive the funds out of Contingency Fund.

Finance Director Maggie Wickre stated \$153,000.00 is in the Contingency Fund.

Moved by Mick Larsen/Kathy Kienholz to approve funding taken from Contingency Fund. Motion carried by voice vote.

Director Sara McCurdy will do resolution for County Board.

Library

Librarian Colleen Gifford discussed 2009 unemployment. The lost of an employee affected \$14,000.00 short to General Fund which makes Library in the negative. Ms. Gifford would like \$14,000.00 lapse into Fund Balance. Approved.

Department of Administration/Finance

Finance Director Maggie stated Auditors will be here January 25th, 2010 for one week doing a single audit.

Moved by Mick Larsen/ Brian Masters to approve Vouchers numbered 262927-263961 dated 1/13/2010. Motion carried by voice vote.

Moved by Mick Larsen/Kathy Kienholz to adjourn. Motion Carried by voice vote.

Adjourned at 4:32pm