

## SECOND AMENDED

\*Amended February 5, 2010

\*\*Amended February 9, 2010, 1:00 p.m.

### FINANCE COMMITTEE AGENDA

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

**February 10th, 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. County Clerk – Carole Wondra  
Notice of change to Memorandum of Understanding Village of Clayton.
2. Treasurer – Amanda Nissen  
Office Update
3. Human Services- Pat Kirkwood  
Reserve for Family Preservation and CJCC
4. County Board- Bryan Beseler  
Reauthorize Finance Director's Position
5. \*The Renewable Energy Committee  
Proposed revision to the county purchasing policy
6. Information Technology – Todd Demers  
Office Update

Approval to purchase the 10MB Internet upgrade package

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

8. \*\*Corporation Counsel

Consideration of Recommendation of Counter-Offer to Settle Rice Partnership/Golden Health Care and Rehabilitation Center Litigation Against County

The Finance Committee may convene in closed session, pursuant to Wis. stat. Sec. 19.85(1)(g), for the purpose of conferring with legal counsel who will render oral or written legal advice concerning the Committee's recommendation on a counter offer of Rice Partnership/Golden Health Care & Rehabilitation Center to settle pending litigation against Polk County.

Following said closed session, the Finance Committee will reconvene in open session to consider those matters noticed herein.

9. Committee Observations

Adjournment

Agenda not necessarily presented in this order.

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 February 10, 2010.

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

Also Present for Finance:      Maggie Wickre, Todd Demers, Pat Kirkwood, Jeff Fuge, Carole Wondra, Member of Press

**Moved by Bryan Beseler to strike Number 4 on Agenda and Approve. Brian Masters / Kathy Kienholz approved. Motion carried by voice vote.**

**No movement to approve January 13<sup>th</sup> minutes. Brian Masters is resubmitting changes.**

**Public Comments:** Executive Director of Renewable Energy, Kathleen Melin handed out information on Solar Water Heating. Ms. Melin spoke of Life Cycle Cost. Jeff Peterson spoke on purchasing policy and life cycle cost.

**Committee Calendar/Agenda/s: County Board meeting January 19<sup>th</sup> at 6:00pm. Finance Meeting for February 24<sup>th</sup> at 2:00 pm has been canceled. Next Finance Meeting is March 10<sup>th</sup>, 2010 at 2:00 pm.**

## County Clerk

County Clerk Carole Wondra handed out Village of Clayton letter and resolution. Ms. Wondra stated Village of Clayton would like to become a Self-Provider in the Statewide Voters Registration System.

**Moved by Brian Masters / Kathy Kienholz to approve. Motion carried by voice vote.**

## Treasurer's Office

Treasurer Amanda Nissen was absent. Finance Director Maggie Wickre handed out office Update, outstanding tax certificates, interest earned on tax certificates, cash balance and monthly interest in checking account, and Investments per Amanda Nissen.

Finance Director Maggie Wickre also handed out Institutional Capital management (ICM) Quarterly Investment Report ending December 31, 2009, including Charles Schwab Terms and Conditions.

## Human Services

Pat Kirkwood of Human Services discussed Criminal Justice Funds (CJCC). The amount donated from Bremer Bank is between \$53,000.00 and \$60,000.00.

**Motioned by Bryan Beseler to create Separate Fund for Human Services and set up as year of 2009. Kathy Kienholz seconded. Motion carried by voice vote.**

Pat Kirkwood spoke on Family Preservation Funds in the amount of \$1,400.00 received in late 2009. She would like Funds to be carried over to deferred revenue, reverse in 2010.

## Renewable Energy Committee

Finance Chairperson Kathy Kienholz proposed revision to the county purchasing policy. Personnel committee is looking at policies. Finance Committee will look at this and discuss at next months meeting. Jeff Peterson from Renewable Energy Committee agreed.

Finance Director Maggie Wickre handed out Purchasing Policy number 912. Ms. Wickre also handed out email from Employee Relations Director Andrea Jerrick in regards to Duties and Responsibilities of Governing Committees.

Information Technology

Information Technology Department Head Todd Demers handed out Finance report and Status on Department. Finance report as of February 10th, 2010 is \$10,737.49.

Department has been working on several projects such as Storage Area network, Hardware virtualization, Mobile Encryption, VPN for Building Staff, Timekeeping System, and Internet Bandwidth Upgrade.

Todd Demers handed out 36 Month Proposal if approved to purchase the 10MB Internet Upgrade package. Cost would be \$14,000.00 to install. Mr. Demers stated Land Information Department has \$5,000.00 and Public Health has \$8,350.00 for Data Security.

Mr. Demers stated Sonic Wall has a 3 year plan. Appliance is free and annual cost has 20% discount. This would be a savings in the amount of \$ 4,269.00. Centurylink cost savings \$360.68 per month and guaranteed 3 years.

**Moved by Bryan Beseler / Kathy Kienholz to approve. Motion carried by voice vote.**

**Closed Session:**

RE: I.T. Director Performance Evaluation

Department of Administration/Finance

Finance Director Maggie Wickre spoke on Office Update and Single Audit Outcome. Auditors will return in March. Approximately 289, 1099's were sent out. Year of 2009 has been closed and 2010 IRS mileage rates have been changed. Ms. Wickre also stated the Employee Appreciation Luncheon is tomorrow.

Ms. Wickre presented and discussed Finance Expense Summary year ending December 31<sup>st</sup>, 2009.

Ms. Wickre presented and spoke on Certificate of Achievement for Excellence in Financial Reporting Polk County received from Government Finance Officers Association (GFOA). This Certificate is for our Comprehensive Annual Financial Report (CAFR).

Finance Director Maggie Wickre handed out and discussed Information on Recovery Zone Facility Bonds. Bonds are being administered by the WI Department of Commerce. Local applications need to be sent to WI Department of Commerce.

Ms. Wickre presented payment schedule from Golden Age Manor (GAM) Supervisors Jerry Newville and Bob Dueholm. No payment has been made at this time per Ms. Wickre. Amount due is \$55,937.00 for 2009. Corporate Counsel Jeff Fuge stated County Board and GAM should get together and Resolution should be made per Mr. Fuge.

Finance Director Maggie Wickre discussed Highway Department using Bond money. Balloon payment was made but Highway needs \$986,000.00. Bond needs to be used by 2010. Ms. Wickre also spoke on Lime Quarry reserves. Reserves are higher than the cash.

**Moved by Bryan Beseler / Kathy Kienholz to approve Vouchers numbered 263962- 265374 dated 2/10//2010. Motion carried by voice vote.**

**Moved by Kathy Kienholz/Brian Masters to go in to Closed Session.**

**Moved by Kathy Kienholz/Brian Masters to adjourn. Motion Carried by voice vote.**

Adjourned at 4:25pm