

**FINANCE COMMITTEE AGENDA
*****4RD AMENDED*******

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

*******March 11th, 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.

County Clerk – Carole Wondra
Office Update
Annual Report

Employee Relations – Andrea Jerrick
Review Finance Committee Duties and Responsibilities

Treasurer – Amanda Nissen
Office Update

Aging – Kari Flom
Resolution, limited term grant funded increase in hours for aging support staff position for 2010

Land and Water Resources – Tim Ritten
Resolution, Authorization of Lake Planning Grants. Coon Lake planning Grant Applications Water Quality and Storm Water Management Study and Biological Monitoring Study and Community Education County of Polk

Golden Age Manor- Gerry Newville, Bob Dueholm and Dave Ollman
Resolution, Golden Age Manor Building Reserve Fund

*****Corporate Counsel
Resolution, to Authorize and to Affirm Certain County Fund Transfers made in 2009

Human Services –
Resolution, Authorize and to confirm 2010 purchase of office equipment

-----*****Purchasing Policy #912- Kathryn Kienholz

County Board- Bryan Beseler
Reauthorize Finance Director's Position

Information Technology – Todd Demers
Office Update

***** Request for Approval of Three (3) RFPs: computer, monitors and laptops

***** Approval of Annual Service Contract with AMCI

Finance – Maggie Wickre
Office Update
Bills and Vouchers

Status of Departmental Operations
Budget Update
Purchasing Policy

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 March 11, 2010.

Present for Finance: Brian Masters Kathryn Kienholz
Gary Bergstrom Mick Larsen
Bryan Beseler arrived at 2:17PM

Also Present for Finance: Maggie Wickre, Todd Demers, Jeff Fuge, Carole Wondra, Andrea Jerrick, Kari Flom, Tim Ritten, Gerry Newville, Bob Dueholm, Dave Ollman, Carl Holmgren, Brent McCurdy and Members of Press

**Moved by Mick Larsen and Brian Masters to approve the Agenda as published.
Motion carried by voice vote.**

**Moved by Brian Masters/ Mick Larsen to approve the Minutes of January 13th, 2010 meeting with added changes under Human Services. The Finance Committee discussed with Ms. Gjonnes that this should have been brought forward as a CIP for 2010 budget. Human Services under budget amount in the area of \$400,000 which in the past has lapsed to General Fund. Motion carried by voice vote.
Moved by Brian Masters/ Kathy Kienholz to approve the Minutes of February 10th, 2010 meeting. Motion carried by voice vote.**

Public Comments: Pat Schmidt spoke on Resolution Building Reserve Fund. Brent McCurdy, IT Department from St Croix Regional Medical Center spoke on Broad Band. He would like to combine resources to make a better Broad Band. Carl Holmgren spoke on Land and Water Resources, position cut and other money being spent.

Committee Calendar/Agenda/s: Next Finance Meeting is March 24th, 2010 at 2:00 pm. Bryan Beseler will be absent.

County Clerk

County Clerk Carole Wondra handed out 2009 Annual Report. **Moved by Mick Larsen/ Kathy Kienholz to approve annual report. Motion carried by voice vote.**

Ms. Wondra stated pass ports have been very busy. The cost of pass ports is going up approximately 35% increase. This would mean from \$75.00 to \$101.25. DMV is going good. Marriages are down.

Ms. Wondra has taken 5 different classes on her own which include How to be a Better Clerk and others.

Employee Relations

Employee relations Director Andrea Jerrick spoke on Reviewing Finance Committee Duties and Responsibilities. Ms. Jerrick handed out Polk County Finance Committee Duty Roster and would like to have recommendations given to her so she can pass on to County Board.

Treasurer's Office

Treasurer Amanda Nissen was absent. Finance Director Maggie Wickre stated Ms. Nissen will put Treasurer's reports in individual committee boxes. Maggie handed out cash flow and discussed.

Finance Director Maggie Wickre stated Bob Moore from Institutional Capital management (ICM) will have conference call at the April 7th, 2010 Finance meeting to discuss Investments.

Ms. Wickre gave update on Sales Tax of over 2 million at this time.

Aging

Director of Aging Kari Flom spoke on Resolution, limited term grant funded increase in hours for aging support staff position for 2010. **Moved by Kathy Kienholz / Mick Larsen to recommend and forward to County Board. Motion carried by voice vote.**

Land and Water Resources

Director of Land and Water Tim Ritten spoke on Resolution, Authorization of Lake Planning Grants. Coon Lake planning Grant Applications Water Quality and Storm water Management Study and Biological Monitoring Study and Community Education County of Polk.

Mr. Ritten stated every grant needs a separate resolution and grant people would like this method. Two grants coming from DNR on Coon Lake water study and biological. All grants are 75%, county pay 25%. No out of pocket expenses, volunteered. **Moved by Mick Larsen/Brian Masters to recommend and forward to County Board. Motion carried by voice vote.**

Golden Age Manor

Supervisor Bob Dueholm spoke on Resolution; To create and to fund a Capital Improvement Reserve Account for the Golden Age Manor Nursing Home.

Mr. Dueholm stated excess revenue of \$68,000 in 2009 lost unaudited over expenditures. In 2008 was audited at \$616,063.00. Finance Director Maggie Wickre stated the difference was timing, cash receipts, not all vouchers were in and money would only go in if there is a profit.

Corporate Counsel Jeff Fuge discussed that an infirmary is a one simple type of an institution. A License is needed for an infirmary; we have no license and cannot operate as an infirmary per Mr. Fuge. Golden Age Manor (GAM) opened in 1959 as a Nursing home.

Moved by Bryan Beseler/ Kathy Kienholz to recommend and forward to County Board. Brian Masters and Gary Bergstrom don't see this is necessary because we have the Undesignated Fund if need be. Vote taken individually: Bryan Beseler yes, Kathy Kienholz yes, Mick Larsen no, Brian Masters no and Gary Bergstrom no. Motion failed, move on to County Board without recommendation.

Corporate Counsel

Corporate Counsel Jeff Fuge spoke on Resolution, to Authorize and to Affirm Certain County Fund Transfers made in 2009. In February 2010 the auditors that worked on the audit found two transactions. A transfer to Golden Age Manor (GAM) to General Fund and another was human Services. Mr. Fuge stated no approval was made and this requires County Board action.

Moved by Bryan Beseler/ Brian Masters to recommend and forward to County Board. Motion carried by voice vote.

Human Services

Corporate Counsel Jeff Fuge spoke on Resolution, Authorize and to confirm 2010 purchase of office equipment. Mr. Jeff Fuge stated the personnel aspect, purchase policy #912 not followed. Purchase should be voided if we followed that policy. Furniture cannot be returned per Paul Scott from Staples/Corporate Express.

Finance Director Maggie Wickre stated the Year of 2009 will be voided then redone in 2010 as a Parks and Buildings purchase. Ms. Wickre stated this transaction was not a CIP in either 2009 or 2010. County Board needed to authorize this and didn't.

Corporate Counsel Jeff Fuge commented if the County Board does not pass this; office equipment needs to be disposing of. County can put on Craig's list for sale, eBay or other for sale options. Mr. Fuge stated a Resolution to upgrade conference rooms and keep furniture is

going to County Board. **Moved by Bryan Beseler/ Brian Masters to recommend non passage and forward to County Board. Motion carried by voice vote.**

Purchasing Policy #912

Kathryn Kienholz spoke for renewable energy committee. Departments making purchase should attempt to get operating cost over its life. If the cost is more, then initially the cost would be effective over life span.

Brian Masters discussed County Administrator should be here before we change. Bryan Beseler/ Kathy Kienholz states Draft resolution and recommend passage to County Board. Finance Director Maggie Wickre would like to wait until administrator arrives so we don't have to keep changing it. Brian masters apposed. Motion passed.

County Board

Bryan Beseler spoke on Reauthorize Finance Director's Position. Mr. Beseler recommended and urged that Finance Committee talk about it. Mr. Beseler stated authorize or not authorized to get a finance director and to revisit job description.

Moved by Mick Larsen/ Kathy Kienholz to move forward on subject of job description. Amended to re create Department of Finance and re authorize Finance Director's position with a revisit of job description. Motion carried by voice vote.

Information Technology

Information Technology Department Head Todd Demers handed out Finance report and Status on Department. Finance report as of March 10th, 2010 is \$2,741.38.

Department has been working on several projects such as Hardware virtualization, Mobile Encryption, Timekeeping System, Internet Bandwidth Upgrade, Resolution to County Board on review of conference rooms, GIPAW Conference, Community Area Networks, AMCI Contract and RFP for IT equipment.

Mr. Demers stated the three RFP's for computer; monitors and laptops are already in Budget but would like approval. **Motion by Bryan Beseler / Brian Masters to approve. Motion carried by voice vote.**

Motion by Mick Larsen/ Kathy Kienholz to approve Annual System Support Agreement with AMCI. Motion carried by voice vote.

Department of Administration/Finance

Finance Director Maggie Wickre handed out Office Update and discussed. Auditors will return March 15th-19th. Auditors have completed Highway Audit on March 9th and are scheduled to be at Golden Age Manor on March 24th. Department has been working on final adjustments for the General ledger in 2009 and will close March 12th. The department will be receiving bids from Wisconsin County and Liberty on Worker's Comp Insurance. Bookkeepers meeting/training is being looked into again with a possibility of inviting someone from IRS or State of Wisconsin to speak.

Ms. Wickre presented and discussed Financial Report year to date December 31st, 2009.

Moved by Mick Larsen/ Bryan Beseler to approve Vouchers numbered 265375- 266449 Dated 3/10/10. Motion carried by voice vote.

Motion by Mick Larsen/ Kathy Kienholz to adjourn. Motion Carried by voice vote.
Adjourned at 5:20 pm