

FINANCE COMMITTEE AGENDA
Polk County Government Center
Second Floor East Conference Room
100 Polk County Plaza
Balsam Lake, WI 54810
May 12th, 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

Treasurer – Amanda Nissen
Office Update

Finance – Maggie Wickre
Petty Cash
Election of Officers
Office Update
Bills and Vouchers
Status of Departmental Operations

Golden Age Manor- Gary Taxdahl
Windows

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, 2nd Floor East Conference Room
100 Polk County Plaza, Balsam Lake, Wisconsin 54810
Minutes of May 12, 2010 Meeting

County board chair William Johnson called the meeting to order at 2:00 p.m.

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

Also present: Maggie Wickre, Interim Finance Director
 Amanda Nissen, County Treasurer
 Carole Wondra, County Clerk
 Members of the Press

Moved by W. Johnson to amend the agenda to move elections of officers to the top and to move Gary Taxdahl to June 9th finance meeting because he cannot be present today. Moved by Bergstrom / N. Johnson to accept agenda as amended; carried by voice vote.

Election of Officers.

Masters / W. Johnson nominated Gary Bergstrom for chair; carried by voice vote.

W. Johnson nominated Neil Johnson for vice chair. Bergstrom nominated Brian Masters for vice chair. Moved by Masters / N. Johnson. Election was decided by a coin flip. Masters is vice chair; carried by voice vote.

Masters nominated Kienholz for secretary. Moved by N. Johnson / W. Johnson; carried by voice vote.

Moved by Masters / Bergstrom to approve the minutes of April 14th, 2010 meeting; carried by voice vote.

Public comment.

None.

Committee calendar/agenda(s).

Next finance meeting is May 26, 2010 at 2:00 p.m. The next county board meeting is May 18th at 6:30 p.m. The property and highway committees are having a closed session joint meeting next week.

Kathryn Kienholz joined the meeting at 2:20.

Office updates.

County Clerk Carole Wondra reported that her staff is working on the directory. She has no information on the increase in passport price.

Treasurer Amanda Nissen updated the committee on her office operations. She handed out and discussed her monthly reports on outstanding tax certificates, interest earned on tax certificates, investments, cash balance, and monthly interest on the county's checking account.

- Outstanding tax certificates were paid off during April by \$565,745.63;
- Interest earned on tax certificates \$64,261.38;
- Monthly interest on checking account at 0.8% was \$8,194.88.

Ms. Nissen also handed out Institutional Capital Management (ICM) investment quarterly report.

Ms. Nissen will talk to the employee relations department about having one of her staff do title searches. Currently this costs the county \$20,000; she feels it may be more cost affective to do this in-house.

Ms. Nissen is working with Finance Director Maggie Wickre and our external auditors, LarsonAllen, on our Anchor Bank accounts. Ms. Wickre stated she is waiting for 2009 statements for the auditors. The audit report should be ready for the June finance meeting.

Finance Director Maggie Wickre handed out a summary of the department of administration's activities as of May 12th.

The contract for the County's worker's comp insurance coverage went to Liberty Mutual as of April 1st. Leon Seliger from Liberty was here on site May 11th to audit. Mr. Seliger met with Maggie Wickre, Sue Reed, payroll; Andrea Jerrick and Darlene Kusmirek, employee relations; Pat Kirkwood, human services; and Jamie Carlson and Tammy Peterson, department of administration to discuss proper class codes, the need for independent contractors performing work for the county to present a certificate of insurance, and worker's comp. Mr. Seliger discussed many topics that county staff needs to pursue and change within departments. Ms. Wickre met with personnel from the aging and public health departments separately. Ms. Wickre stated that Mr. Seliger is now auditing 1099s; he has finished auditing payroll and 941 taxes. Staff is working on getting requested paperwork and files to him.

Ms. Wickre updated the committee on her department's review of petty cash funds held by various departments and the need for Finance signatures to approve all existing petty cash accounts for Auditors. Ms. Wickre stated she was asked by Gary Bergstrom at the April 14th Finance Meeting to look into dollar amounts that would be sufficient for each department. This discussion will continue at the June finance meeting.

Ms. Wickre stated she will check with Deb Peterson on cell phone plans and also inquired whether a governmental rate is available.

Ms. Wickre requested a motion for Policy 512 be suspended for purchase of lunches for county board and staff members during the new board's orientation. **Moved by N. Johnson / Bergstrom to suspend Policy 512 for the orientation lunches; carried by voice vote.**

Moved by Masters / Kienholz to approve vouchers numbered 267356-268371 and dated 5/12/10; carried by voice vote.

Motion by Kienholz / W. Johnson to adjourn; carried by voice vote. Adjourned at 3:28 pm.