

FINANCE COMMITTEE AGENDA
Polk County Government Center
Second Floor East Conference Room
100 Polk County Plaza
Balsam Lake, WI 54810
June 9th, 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-Annual 2009 Report

Information Technology- Todd Demers
Office Update
Annual 2009 Report

Zoning – Sara McCurdy
Internet Services from Non Lapsing Account

Corporate Counsel- Malia Malone
Resolution to Furnish County Training and Conference Centers

Golden Age Manor- Gary Taxdahl
Resolution to Proceed with Replacement of Windows at Golden Age Manor (GAM)

Finance – Maggie Wickre
Petty Cash
Cell Phones
Annual 2009 Report
Office Update
Bills and Vouchers
Status of Departmental Operations

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 June 9, 2010 Meeting

Vice chair Brian Masters called the meeting to order at 2:00 p.m.

Present for finance committee: Brian Masters
 William Johnson
 Neil Johnson
 Kathy Kienholz by Teleconference

Also present: Dana Frey, County Administrator
 Maggie Wickre, Interim Finance Director
 Amanda Nissen, County Treasurer
 Carole Wondra, County Clerk
 Todd Demers, I.T. Director
 Sara McCurdy, Land Info Director
 Deb Peterson, Parks/Bldgs Director
 Gary Taxdahl, GAM Director
 Malia Malone, Corp Counsel
 Members of the Press

Moved by Masters / N. Johnson to accept the Agenda; carried by voice vote.

Moved by W. Johnson / Masters to approve the minutes of May 12th, 2010 meeting; carried by voice vote.

Public comment.

None.

Committee calendar/agenda(s).

Next finance meeting is June 23rd, 2010 at 2:00 p.m. The next county board meeting is June 15th at 6:30 p.m. One of the items Dana Frey will be speaking on at County Board Meeting is 2011 Budget.

Office updates.

County Clerk Carole Wondra handed out Cost Sheet for Municipalities 2010 Spring Elections' (Feb and April). Total cost was just over \$15,000.00. Collected was \$2,683.00. Carole is looking into changes. Ms. Wondra has had 2 meetings so far with Municipalities and is planning on attending more.

June 20-23rd Ms. Wondra will be attending a Conference in Shawano, WI.

Bags that are used for Election's are not going to be plastic anymore. Carole is ordering Cloth.

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 \$320,365.19;
- Interest earned on tax certificates \$98,113.30;
- Monthly interest on checking account at 0.8% was \$6,003.55.

Ms. Nissen will be 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.

Amanda stated Taxes are due July 31st. A Staff member from County clerk office and temporary help will be brought in for coverage.

Moved by W Johnson/ Masters to approve Treasurers Annual 2009 Report; carried by voice vote.

Information Technology Director Todd Demers handed out Finance reports for May 12th in the dollar amount of \$8552.25. Also May 26th in the dollar amount \$15,341.05.

Mr. Demers handed out Status of department and discussed multiple projects.

Moved by N Johnson / W Johnson to approve Information Technology Annual 2009 Report; carried by voice vote.

Land Information and Zoning Director Sara McCurdy discussed Internet Services from Non Lapsing Account in the amount of \$70,000.00 to \$80,000.00.

Ms. McCurdy is going to a company called GO Database. This is different software, switching from CAD and it is a better way to store. Cost is \$50,000.00 to county and \$27,000.00 to transfer data over. Funding is already in the Non Lapsing Account under Internet Services.

Corporate Counsel Malia Malone discussed Resolution to Furnish County Training and Conference Centers. W Johnson stated to forward to County Board with no recommendations, Masters second; **carried by voice vote.**

Golden Age Manor Director Gary Taxdahl discussed Resolution to Proceed with Replacement of Windows at Golden Age Manor (GAM). Mr. Taxdahl believes cost would be \$180,000.00 to \$190,000.00. Mr. Taxdahl would like to borrow the money and pay back over a 15 year period.

Mr. Taxdahl stated the RFP through Short Elliot Hendrickson (SEH) opening is June 24th. Finance Director Maggie Wickre stated she had received RFP with problems and sent back. Ms. Wickre received the corrected RFP today (June 9th) and dates are also wrong so will have to send back again. The bid opening would not be ready by June 24th. Questions that is still open as Funding Source and who supervises.

Committee member N Johnson questioned if this project needs to go to Property Committee.

Mr. Taxdahl stated reserves in the amount of \$124,000.00 are out there right now. Gary would like to use that funding for new system for reimbursement, computers by bedsides and a \$20,000.00 patio.

Finance Director Maggie Wickre request put project on hold. County Administrator Dana Frey would like to look at this also. Golden Age Manor Committee board will have to meet and discuss funding source and bring to back to Finance Committee.

Finance Director Maggie Wickre handed out a summary of the department of administration's activities as of June 9th.

Ms. Wickre updated the committee on her department's review of petty cash. Masters requested to put on Agenda when Chairman Gary Bergstrom is present.

Ms. Wickre stated Jamie Carlson is looking into cell phone plans.

Ms. Wickre discussed different format on 2011 Budget will be used. Wickre stated this Audit will be more expensive. Some Reasons are Grants that are used in various departments have more rules and the lost of Auditor Wendell. At this time Ms. Wickre stated we have no bid agreement or fix fee with LarsonAllen.

County Administrator Dana Frey spoke on Status of Departmental Operations. Mr. Frey is focusing on three items. Budget Process, any hot issues or items, and anything policies state law conflict. Mr. Frey stated Budget process is behind. He would like to see instructions in submitting Budget. Submissions should come in early August and have full Budget by early September. Mr. Frey would review and get together with departments for full submissions. Budgets would be ready by September County Board meeting to review. Modifications on budgets should be done by October County Board meeting and November approve. Department of Finance will look and help with this in recommending, budget reserve amounts, requests, and adjustments. CIP would be a part of the budget as an Annex with no duplications.

Finance Director Maggie Wickre will look at cost of submitting our Audit to be reviewed by GFOA. Ms. Wickre stated GFOA membership for Treasurer Amanda Nissen, County Administrator Dana Frey and Ms. Wickre will cost \$455.00. **Motion by N Johnson/ W Johnson to approve GFOA Billing; carried by voice vote.**

Moved by W Johnson/ Masters to approve Department of Administration Annual 2009 Report; carried by voice vote.

Moved by W Johnson/ Masters to approve vouchers numbered 268372-269256 and dated 6/9/10; carried by voice vote.

Motion by Masters/ N Johnson to adjourn; carried by voice vote. Adjourned at 5:10 pm.