

AGENDA

Polk County Lime Quarry Committee Meeting

March 10, 2010
Co. Board Room
Balsam Lake, WI

- 8:30 am -- Opening of Meeting
- Approval of Agenda
 - Approve Minutes of February 10, 2010
 - Public Comments
 - Invoices
 - Discuss/Action on Changing Time of Meeting
 - Discuss/Action of Permanent Lime Quarry
Manager Position and Job Description
 - Employee Relations to Assist in Discussion
 - Discuss/Action 2010 Price Rates
 - Discuss/Action on Software Program
 - Discuss/Action on Transfer of Funds to General Fund
with Timing of Budget & Profits
 - Action on Reserved Funds Based on Profit not Equity
 - Update of Operations
 - Adjourn

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 Lime Quarry Committee
Polk County Government Center, County Board Room
100 Polk County Plaza, Balsam Lake, Wisconsin 54810
Minutes of March 10, 2010 Meeting**

Chairman Jepsen called the meeting to order at 8:30 a.m. Present were members Dean Johansen, Ted Johnson, Kathryn Kienholz, and Diane Stoneking. Also present were lime quarry interim manager Moe Norby, a member of the press, and Darlene Kusmirek, employee relations.

Motion by Stoneking / Johansen to approve the agenda; carried.

Motion by Stoneking / Jepsen to approve the minutes of the February 10 meeting; carried.

Public comment. None.

The committee reviewed the invoices for the past month. **Moved by Kienholz / Stoneking to approve the invoices; carried.**

The committee discussed making this meeting time permanent for the lime quarry in order to save Moe travel time. It was noted that if the meeting had a particularly long agenda the committee could convene at 8:00 a.m. **Motion by Kienholz / Stoneking to set meeting time at 8:30 a.m. permanently; carried.**

Job description. Darlene Kusmirek of the employee relations department distributed a draft job description for a permanent manager/bookkeeper position, plus copies of the original 2010 budget and the 2010 budget after taking into account the present bookkeeper's retirement, tentatively scheduled for April 15. It was noted that the retirement will save roughly \$40,000 in 2010, thereby freeing up funds for the excess of the permanent manager/bookkeeper's salary over the interim manager's budgeted half-time salary. The committee reviewed the job description and made minor changes; Kusmirek returned with an updated draft incorporating those changes. She then outlined for the committee the process:

1. The committee approves the revised job description.
2. The personnel committee reviews and approves the revised job description.
3. The revised description goes to the county's outside consultant who will recommend the wage.

Motion by Stoneking / Johnson to approve the job description of the manager bookkeeper with the addition of wording to require familiarity with computerized accounting systems and to move it forward to the personnel committee; carried.

2010 pricing. Norby requested the committee to maintain all present prices for 2010 and to set the price for 3/8-, a new product that can be used for top-dressing on the Amery-Dresser State Trail, at \$6.25/ton. **Motion by Johansen / Stoneking to use the same prices**

as 2009 for all products and to set the price for 3/8- @ \$6.25/ton; carried. Johnson abstained on the vote.

Scale software. Norby recommended that we not act on purchase of the software that will automate the sales and receivables until the new manager/bookkeeper is in place. Committee agreed to hold off on purchase. It was noted that a temporary employee will be hired after the current bookkeeper retires to perform the those duties until the permanent manager/bookkeeper starts.

Fund transfers. Committee discussed the transfers to the three quarry funds. **Motion by Johansen / Stoneking to stop the \$6,000/month transfer to the land fund until year-end, when the total amount to be transferred can be calculated based on profits; carried. Motion by Johnson / Stoneking to recommend to the full county board that any transfer to the general fund be done after year-end and be based on the previous year's profits; carried.** Committee will review a draft resolution at next meeting.

Operations. Norby said that sales had been good, 500 – 600 tons/day, until this week's rains began making it difficult for farmers to get into the fields.

Moved by Stoneking / Kienholz to adjourn; carried. Committee adjourned at 9:33 p.m.