

Notice of Orientation Program  
Polk County Board of Supervisors  
100 Polk County Plaza, Government Center  
Balsam Lake, Wisconsin

A Quorum of the Polk County Board of Supervisors may be present at the Orientation Program, the date, time,  
place and subject matter is contained below.

Open Session

**Wednesday, April 14 (Government Center – Lower Level Conference Room)**

Required – New Members

Optional – County Board Supervisors

- 9:00 am Welcome – Introduction – Bryan Beseler
- 9:30 am Roles of County Government/County Administration-Bob Kazmierski
- 10:15 am Opening Meeting Laws and Ethics –Jeff Fuge
- 11:00 am Break – Coffee and Donuts
- 11:15 am Polk County Rules of Order/Parliamentary Procedure –Jeff Fuge
- 12:00 noon Lunch – Jail Food Service
- 1:00 pm Department Head Introduction (5 minutes each department)  
A brief introduction of:
- core functions/services
  - governing committee workings
  - brief overview of budget
- 2:30 pm General Budget –Maggie Wickre  
Benefits – Andrea Jerrick
- 3:00 pm Tour of Government Center and Justice Center (departments provide information of their  
respective offices in an informal setting) – ½ of attendees tour Justice Center, ½ of  
attendees tour Government Center  
walking tour or carpool option  
2 groups – led by Bryan and Debbie Peterson
- 4:30 pm Adjourn

**Thursday, April 15 (Government Center – County Board Room)**

Required – New Members

Optional – County Board Supervisors

- 9:00 am Welcome – Bryan Beseler
- 9:10 am Organizational Development
1. Directory of Governing/Standing Committees
  2. Presentation by Governing/Standing Committee Chair
  3. Committee surveys
  4. Question and Answer session
- 10:15 am Break – Coffee and Donuts
- 10:30 am Employee payroll procedures, per diems – Carole Wondra
- 11 am Leave for Golden Age Manor, Amery, Wisconsin  
Tour of Golden Age Manor (Amery) and Highway Department (Balsam Lake) – ½ of  
attendees tour Golden Age Manor, ½ attendees tour  
Highway Department  
2 groups – led by Bryan and Debbie Peterson
- 12:00 noon Lunch at Golden Age Manor
- 1:00 pm Tour of Highway (1/2 group)  
Tour of Golden Age Manor (1/2 group)
- 2:00 pm Adjourn