



POLK COUNTY, WISCONSIN

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AMENDED

AGENDA AND NOTICE OF MEETING

GENERAL GOVERNMENT COMMITTEE

Government Center, 100 Polk County Plaza, Balsam Lake, WI 54810

County Board Room

Thursday, December 8th, 2016 at 10:00 a.m.

A quorum of the County Board may be present

Materials: November 10th, 2016 minutes

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|-------|---|-------------------|
| 10:00 | 1. Call to order | |
| | A. Approval of agenda | |
| | B. Approval of minutes for November 10 th , 2016 | |
| 10:05 | 2. Public comment (3 minutes) | |
| 10:10 | 3. Announcements and committee information | Dana Frey |
| | 4. Discussion items | |
| 10:20 | A. Development of Revised Duties & Responsibilities of Governing Committees. | Dana Frey |
| | B. Development and Adoption of 2017 Committee Work Plan | |
| | C. Development of Recommendations Concerning Leasing of County Properties | Supervisor Nelson |
| | D. Development and Recommendation Concerning County-Wide Paperless Initiative. | Supervisor Nelson |
| | E. *Recommendation on Proposed Resolution to Authorize 2017 Capital Purchase Contracts and Multi-Year Service Agreements for E911 Upgrade | Dana Frey |
| 10:50 | 5. Identification of Subject Matters for Upcoming Meetings | |
| | 6. 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



MINUTES

General Government Committee

County Board Room
Balsam Lake, WI 54810
10:00 a.m., Thursday, November 10th, 2016

Meeting called to order by Committee Chair Masters@ 10:05 a.m.

Members present

Attendee Name	Title	Status
Brian Masters	Chair	Present
Russ Arcand	Vice Chair	Present
Dean Johansen	Supervisor	Present
Larry Jepsen	Supervisor	Absent
Chris Nelson	Supervisor	Present

Also present Maggie Wickre, Finance Director, Jeff Fuge, Corporation Counsel and Andrea Jerrick, Deputy Administrator/ Employee Relations Director.

Approval of Agenda- Chairman called for a motion to approve the agenda. **Motion** (Johansen/ Arcand) to approve the agenda. Motion carried by unanimous voice vote.

Approval of Minutes- Chairman called for a motion to approve the minutes of October 13th, 2016 minutes. **Motion** (Arcand/ Johansen) to approve the minutes. Motion carried by unanimous voice vote.

Public Comment: none

New Business:

Chair Masters asked if there were any announcements or committee information from Ms. Jerrick. Nothing at his time.

Ms. Jerrick asked the committee if there are any questions or feedback on the 2017 annual budget as amended for County Clerk, Information Technology, Treasurer, Corporation Counsel, Employee Relations and Administration. **Motion** (Masters/ Nelson) to remove the 3,000 from

the Museum 2017 budget currently allocated for coverage of content insurance and recommend transfer of 3,000 to the contingency fund. **Motion** carried by unanimous voice vote.

Mr. Fuge distributed a memorandum and a redraft from County Administrator Frey on the revisions to Policy 10 (Duties & Responsibilities of Governing Committees). Fuge went over the roles and responsibilities of the committee. Fuge recommended for the committee to read the material, write down questions and return to Andrea by the next meeting.

Ms. Jerrick provided handouts such as: 2017 Work Plan, Programs and Subprograms and key issues identifications made by committee previously. Jerrick requested the committee to review these as they read the revisions of Policy 10 and develop a list of policy items for the 2017 work plan.

Future items: Next meeting: December 8th, 2016 @ 10:00 a.m. Policy development of going paperless and structure of lease agreements for County-owned buildings.

Adjourn - **Motion** (Johansen/ Masters) to adjourn. Meeting adjourned 11:25 a.m.



MINUTES

General Government Committee

County Board Room
Balsam Lake, WI 54810
10:00 a.m., Thursday, December 8th, 2016

Meeting called to order by Committee Chair Masters@ 10:08 a.m.

Members present

Attendee Name	Title	Status
Brian Masters	Chair	Present
Russ Arcand	Vice Chair	Absent
Dean Johansen	Supervisor	Absent
Larry Jepsen	Supervisor	Present
Chris Nelson	Supervisor	Present

Also present Tammy Peterson, Executive Assistant , Dana Frey, County Administrator and Jeff Fuge, Corporation Counsel

Approval of Agenda- Chairman called for a motion to approve the agenda. **Motion** (Jepsen/ Masters) to approve the agenda. Motion carried by unanimous voice vote.

Approval of Minutes- Chairman called for a motion to approve the minutes of November 10th, 2016 minutes. Supervisor Nelson motioned to add the wording under museum “due to County has no policy that pays for insurance to outside agencies” . **Motion** (Nelson/ Masters) to approve the amended minutes. Motion carried by unanimous voice vote.

Public Comment: none

New Business:

Chair Masters asked if there were any announcements or committee information from Mr. Frey. Nothing at his time.

Dana provided several handouts such as: 2017 Work Plan with potential issues, overall organization General Code, and subchapters of Committee, Boards and Commissions. Mr. Frey spoke on the draft Duties & Responsibilities of Governing Committees and the adoption of 2017 Committee Work Plan and the need for work plan development.

Supervisor Nelson spoke on the development of recommendations concerning leasing of county properties. This will be on the agenda for March 2017.

Supervisor Nelson also spoke on the development of recommendations concerning County-wide paperless initiative. Dana will work with IT to develop options.

Mr. Frey discussed the proposed Resolution to Authorize 2017 Capital Purchase Contracts and Multi-Year Service Agreements for E911 Upgrade. **Motion** (Jepsen/ Masters) to approve and recommend to County Board. Motion carried by unanimous voice vote.

The committee requested Dana for a report on Serenity House service calls for the next meeting.

Dana offered that Deputy Administrator Jerrick was developing a recommendations on policy concerning outside agencies who request funding from County that will be forthcoming at a future meeting.

Future items: Next meeting: January 12th, 2017 @ 10:00 a.m. WITC Resolution, discussion on County-wide paperless initiative, update on policy development for outside agencies who request funding and Serenity House service call report. The development of recommendations concerning leasing of County properties will be on the March agenda.

Adjourn - **Motion** (Jepsen/ Nelson) to adjourn. Meeting adjourned 12:33 p.m.