



POLK COUNTY, WISCONSIN

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AGENDA AND NOTICE OF MEETING

GENERAL GOVERNMENT COMMITTEE

Government Center, 100 Polk County Plaza, Balsam Lake, WI 54810
County Board Room
Thursday, February 11th, 2016 at 10:00 a.m.

Purpose: Review and action on selected items as listed below
Documents: Minutes of January 14th, 2016

ITEM	LEAD PERSON
Call to order	Committee Chair
Approval of agenda Approval of minutes for January 14 th , 2016	
Public comment	
Old business	
1. Report On Implementation of Management Response to Auditor's Findings on Audit of 2014 County Financial Statements	Maggie Wickre, Finance Director
2. Review or audit 51110 expenses by finance committee 3. Assigning, sponsoring or reporting standing committees to ad hoc committees	Supervisor Ken Sample
4. Develop Policy Recommendations concerning expectations and county working relationship with Affiliated Organizations; and Development of County-Affiliated Organization Memorandum of Understanding (Resolution 11-12).	Committee Chair
New business	
5. General Code sections on finance and personnel policy	Dana Frey, County Administrator
6. Review expense reimbursements 7. County website information	Committee Chair
8. Future agenda items: March 10 th , 2016 @10:00 a.m.	Committee Chair

This meeting is open to the public according to Wisconsin State Statue 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 AM, Thursday, January 14th, 2016

Meeting called to order by Committee Chair Arcand@ 10:00AM.

Members present

Attendee Name	Title	Status
Russ Arcand	Chair	Present
Larry Jepsen	Vice Chair	Present
Josh Hallberg	Supervisor	Present
Pat Schmidt	Supervisor	Present
Ken Sample	Supervisor	Absent

Also present Tammy Peterson, Executive Secretary, Jeff Fuge, Corporation Counsel, Andrea Jerrick, Director of Employee Relations and Maggie Wickre, Finance Director

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

Approval of Minutes- Chairman called for a motion to approve the minutes of December 15th, 2015. **Motion** (Schmidt/ Hallberg) to approve the minutes. Motion carried by unanimous voice vote.

Public Comment None

New Business

The Committee received a status report from Finance Director, Maggie Wickre relating to the Management Response of the 2014 Auditor's findings.

Chairman Arcand called to the floor for recommendation rthe proposed Resolution to Authorize Agreement Concerning the Payment of Delinquent Special Assessments and Special Charges. On the advise of counsel, Chairman Arcand declared action on the proposed resolution deferred until return of the County Administrator.

Chairman Arcand called to the floor status report on Lakeland Communications Claims against County. The Committee received from Corporation Counsel a status report on said claims.

Chairman Arcand called to the floor for recommendation the proposed Resolution to Delegate Power to Allow for Payment Per Diem Claims of Persons Appointed to Public Inland Lake Protection and Rehabilitation

District Board of Commissioners. **Motion** (Arcand/ Jepsen) to recommend further amendment to the proposed resolution to compensate persons on PILRD for per diems/meetings attended without the 4-meeting limitation contained in Resolution No. 01-15. Motion carried by unanimous voice vote. **Motion** (Jepsen/ Schmidt) to recommend passage of the proposed resolution with the addition of the amendment as recommended by the committee. Motion carried by unanimous voice vote.

Chairman Arcand also called on Corporation Counsel for purposes of the Committee receiving information concerning payment of per diems to the initial meetings of newly established PILRD board of commissioners.

Old Business

The committee discussed the County Board departmental budget and reviewed County Board December 15th and 29th, 2015 payroll expense reports. The committee requested that Ms. Peterson to supply general ledger and excel spreadsheets that states meetings and dates quarterly.

Chair Arcand called to the floor the matter of assigning, sponsoring and reporting of the ad hoc committees and affiliated organizations to standing committees. The Committee received information from Corporation Counsel that indicated that one ad hoc committee is in existence and ad hoc committees serve subject to the County board without such an assignment unless provided for in the authorizing resolution.

The Committee received information from Corporation Counsel that indicated that under Resolution 11-12, the memorandum of understanding to be developed by the Committee would provide for a reporting mechanism to the Administrator upon disclosures made by affiliated organizations to county staff who administers the cooperative relationship. The Committee received examples of the structure of the Fair Society providing information to the Director of Parks and Buildings and Arnell Memorial Humane Society providing information to the County Finance Manager pursuant to agreements with the noted respective affiliated organization. The Committee received information that the various standing committees could receive information through the Administrator consistent with committee assigned function. Chair Arcand declared that the Committee would review the assignment to the Committee as directed in Resolution No. 11-12 for purposes of receiving communications from affiliated organizations.

Future agenda items: Next meeting is February 11th, 2016 @ 10:00 a.m., update on Treasurers office, Return of resolution 11-12, County website information, and a committee for potential Highway building, review expenses, 01-16 resolution, Review or audit 51110 expenses by finance committee and Recommendation concerning Resolution to Authorize Agreement Concerning the Payment of Delinquent Special Assessments and Special Charges (Amending Resolution No. 64-98).

Adjourn - **Motion** (Schmidt/ Jepsen) to adjourn. Meeting adjourned 11:46 AM.



MINUTES

General Government Committee

County Board Room
Balsam Lake, WI 54810
10:00 AM, Thursday, February 11th, 2016

Meeting called to order by Committee Chair Arcand@ 10:00AM.

Members present

Attendee Name	Title	Status
Russ Arcand	Chair	Present
Larry Jepsen	Vice Chair	Present
Josh Hallberg	Supervisor	Present
Pat Schmidt	Supervisor	Present
Ken Sample	Supervisor	Present

Also present Tammy Peterson, Executive Secretary, Maggie Wickre, Finance Director and Dana Frey, County Administrator

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

Approval of Minutes- Chairman called for a motion to approve the minutes of January 14th, 2016. **Motion** (Jepsen/ Schmidt) to approve the minutes. Motion carried by unanimous voice vote.

Public Comment None

New Business

The Committee received a status report from Maggie Wickre relating to the Management Response of the 2014 Auditor's findings.

The committee requested that Ms. Peterson to supply general ledger and excel spreadsheets that states meetings and dates quarterly. The copies of payroll expense reimbursements are no longer needed.

Supervisor Sample called to the floor the matter of assigning, sponsoring and reporting of the ad hoc committees and affiliated organizations to standing committees. The committee compiled a list of organizations and what standing committee they pertain to.

Chair Arcand discussed expectations and county working relationships with affiliated organizations.

Motion (Sample/Jepsen) The committee requested that the County Administrator format the list of commissions, councils, associations, committees and federations and their assigned standing committee and draft a resolution that directs the County Board to define purpose, responsibilities and desired outcomes associated with the organization by the supervisor assigned. The County Board will further direct the assigned supervisors as to reporting responsibilities as related to the County Board, standing committee or web site maintenance. The resolution will further provide that all identities aforementioned are sunset immediately prior to the County Board organizational meeting in April of 2016.

Administrator Frey provided handouts of the draft General Code sections on finance and personnel policy. Mr. Frey discussed the changes and additions of these two drafts. **Motion** (Sample/Jepsen) that chapters 5 and 8 codes be presented in a resolution by County Administrator at full County Board in March. Motion carried by unanimous voice vote.

Administrator Frey also spoke about the County website and how links could be placed at sites for individuals to receive information.

Future agenda items: Next meeting is March 10th, 2016 @ 10:00 a.m., Ms. Peterson to supply general ledger and excel spreadsheets that states meetings and dates, update on Treasurers office, review or audit 51110 expenses and resolutions for chapters 5 and 8, and commissions, councils, associations, and committees list.

Adjourn - **Motion** (Sample/ Jepsen) to adjourn. Meeting adjourned 12:18 PM.