



POLK COUNTY, WISCONSIN

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Dana Frey, County Administrator
 100 Polk Plaza, Suite 220, Balsam Lake, WI 54810
 Phone (715) 485-9212 Email dana.frey@co.polk.wi.us

AGENDA AND NOTICE OF MEETING

GENERAL GOVERNMENT COMMITTEE

Government Center

County Board Room

Balsam Lake, WI 54810

Thursday, January 15th, 2015 10:00 a.m.

Purpose: Review and Action on selected items as listed below
Documents: Minutes of December 11th, 2014 and monthly/ quarterly reports

ITEM	LEAD PERSON
Call to order	Committee Chair
Approval of agenda	
Approval of minutes for December 11 th , 2014	
Public comment	
New business	County Administrator
1. Questions on issues as contained in written monthly and quarterly reports	
2. Committee role and 2015 work plan	
3. Recommendation of Resolution Concerning Harlan Funk Offer to Sell to County Certain Lands in Town of Lorain.	
<u>Closed Session</u>	
<p>The committee may convene in closed session pursuant to Wisconsin Statute Section 19.85(1)(e), to formulate a recommendation to the Polk County Board of Supervisors concerning the deliberation and negotiation strategy relating to the offer to sell to the County certain lands.</p> <p>Following said closed session, the committee will reconvene to consider and act upon matters noticed herein this meeting notice.</p> <p>Because competitive and bargaining reasons on said offer continue until the Polk County Board of Supervisors acts in response to the offer, the recommendations of the committee concerning said deliberations and negotiation strategy will not be announced when the committee reconvenes in open session to take up matters noticed herein.</p>	

<p>4. Review, discuss, recommend or act on governing principles for reimbursement to county board members, citizens or employees while serving on any board, commission, council, association or affiliate of Polk County.</p>	<p>Chairman Sample</p>
<p>Future agenda items</p>	<p>Committee members</p>
<p>Adjourn</p>	

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

Conference Room A&B

Balsam Lake, WI 54810

1:00 p.m., Thursday, December 11th, 2014

Meeting called to order by Committee Chair Sample @ 1:00 PM.

Members present

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

Also present Tammy Peterson, Executive Secretary and Dana Frey, County Administrator

Approval of Agenda- Chairman Sample called for a motion to approve agenda. **Motion** (Schmidt/Hallberg) to approve agenda. Motion carried.

Approval of Minutes- Chairman called for a motion to approve the minutes of the November 7th, 2014. **Motion** (Hallberg/ Arcand) to approve minutes. Motion carried.

Public Comment – None

New Business

Administrator Dana Frey addressed monthly reports. Chairman Sample requested some department reports can be quarterly with Dana's discretion.

Mr. Frey provided hand outs and went over the committee roles and 2015 work plan. Mr. Frey requested the committee to study each program.

Administrator Frey discussed the recommendation on resolution to establish the Ahlgren wildlife preserve and recreational area stewardship fund. **Motion** (Schmidt/ Hallberg) to recommend to County Board. Motion carried by unanimous voice vote.

Mr. Frey provided handout and discussed the Polk County Board of Supervisors Rules of Order for budget planning and financial impact.

Chairman Sample, distributed handouts and went over the 2014 County Board line item budget of chargeable expenses. Mr. Sample requested to move this information on to the next agenda and to take action.

Future items: Next meeting January 15th, 2015 at 10:00a.m.

Adjourn - Motion (Schmidt/ Hallberg) to adjourn. Meeting adjourned 2:28 p.m.



POLK COUNTY, WISCONSIN

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COUNTY CLERK

Carole T. Wondra, Polk County Clerk

100 Polk Plaza, Suite 1100, Balsam Lake, WI 54810

Phone (715) 485-9226 Email carole.wondr@co.polk.wi.us

Quarterly Report, December, 2014

Marriage/ Same Sex Marriage and Domestic Partnership Licensing

Current

- This is a mandated program
- The number of marriages for 2014 seem to be in line with 2013. The Courts decision to allow same sex couples to marry in Wisconsin now opens up the channel for many. It is an assumption that couples will now be opting to marry rather than apply for a Domestic Partnership. Guidance on this has been slow in coming from the State Vital Records department, but it is in the process.

Administration of Elections

Current

- This is a mandated program
- All 4 scheduled elections for 2014 have now been completed.
- Municipalities have been billed for SVRS fees and all have paid
- Completed 3 election training sessions around Polk County, very well attended

Upcoming

- Work has begun for the Spring 2015 Election season.
- There should only be two elections in 2015, February 17th and April 7th.

Support Services for the County Board

Current:

- This is a mandated program

Dog Licensing

Current

- This is a mandated program
- Collections complete for 2014 and new supplies have been delivered for 2015

Passport Agent

Current

- This is a non-mandated program
- Numbers remain steady

Motor Vehicle Licensing

Current

- This is a non-mandated program
- Activity remains steady
- This service is proving to be an asset to the services we already provide

POLK COUNTY GOVERNMENT DEPARTMENT OF EMPLOYEE RELATIONS

Andrea Jerrick, Employee Relations Director
100 Polk County Plaza, Suite 229, Balsam Lake, WI 54810
Phone: 715-485-9123 Email: andrea.jerrick@polk.wi.us

Monthly Report, January 2015

Employee Wellness and Safety

Current

- Launched Wellness tracking program as of January 1 with month of January to phase in to all staff; tracking enabling employees to continuously monitor wellness initiatives and work towards wellness goals.
- Training in ALICE program for lock down procedures finalized in December.

Upcoming

- Model for ongoing ALICE Training in development
- Wellness Fair end of January promoting Wellness initiatives and re-launch of program
- Suicide Prevention Training—open to all staff—February

Compensation and Benefits

Current

- Completion of benefit fair in November and open enrollment for benefits in November/December.
- Introduction and offering of three levels of health insurance options with 20% of enrollees choosing alternative plan options
- Electronic viewing of compensation and benefits through personalized ADP portal allowing employees to review compensation and benefit changes, options and enrollments year-over-year; viewing of personal total compensation and benefits costs (employee and county

contributions) representing portion of total rewards program.

Upcoming

- Ongoing review of compensation and benefits structure, total rewards options and best-practice programs

Labor Relations

Current

- Regular meetings with management staff established; communication forum for monthly training and provision of administrative information and updates.
- Update to ADP portal for year-end and 2015 transition items; full electronic access to personnel-related information.

Upcoming

- Wellness program communications (ongoing)

Employment, Recruitment/Retention, Position Development

Current

- Support and coordination of ongoing management training sessions—development of workgroup for next training modules and staff training opportunities (in progress).
- Implementation and support of new performance management system guidelines and program expectations (Ongoing as of January 1).
- Revision of job descriptions to focus on knowledge, skills, abilities, organizational impact (KSAO) and behavioral competencies; and, interview process modified to evidence-based behavioral interviewing method. (ongoing).
- Launch of Leadership and Development workgroup; platform for development of both short and long term training initiatives including management and employee on-boarding process, workforce skills gap improvement, mentorship and leadership programs, and succession planning strategies. Re-launch of training program for management staff in 2015.

Upcoming

- Phase two of management and employee training development program (noted above—ongoing)

Resolution Concerning Offer To Purchase Funk Gravel Pit Lands Located in Town of Lorain

TO THE HONORABLE SUPERVISORS OF THE COUNTY BOARD OF THE COUNTY OF POLK:

Ladies and Gentlemen:

WHEREAS, since 2001, Harlan and Virjean Funk have leased to Polk County 74 acres of vacant land located in the Town of Lorain for the operation and maintenance of a gravel pit; and

WHEREAS the lease gravel pit lands have provided Polk County a supply of gravel necessary to cost-effectively maintain the county highway system.

WHEREAS, Harlan and Virjean Funk have offered to sell the County of Polk 40 acres that are subject to the lease; and

WHEREAS, the gravel deposits located within the subject 40 acre parcel are considerable and acquisition of the offered lands would provide the County with a long-term source of gravel needed to maintain cost-effective maintenance of the county highway system and avoid costs otherwise incurred when purchasing gravel on the open-market.

WHEREAS, pursuant to Polk County Policy No. 916, *Management of County-Owned Non-Tax Forfeiture Real Estate*, the County Administrator, upon review of the appraisal report concerning the gravel pit property and after consulting the Highway Commissioner regarding the long-term gravel needs of the County to maintain the county highway system, has recommended acquisition of the property; and

WHEREAS, it is in the interest of the County to fund the land acquisition through an expenditure of Highway Department Fund Balance and a transfer from the Asset Fund to the Highway Department Fund Balance.

NOW, THEREFORE, BE IT RESOLVED that the Polk County Board of Supervisors authorizes the purchase of the 40 acres owned by Harlan and Virjean Funk, physically located along County Trunk Highway 0 in the Town of Lorain and having the legal description as follows:

“The Southeast One-Quarter (SE ¼) of the Northeast One-Quarter (NE ¼) of S0ection 30, Township 37 North, Range 15 West, Town of Lorain, Polk County Wisconsin.”

Parcel Identification Number: 034-00582-0000.

BE IT FURTHER RESOLVED that, pursuant to Wisconsin Statute Section 83.07, the Polk County Board of Supervisors directs the Highway Commissioner to purchase said lands in the name of the Polk County in an amount not to exceed \$ _____, plus costs of real estate transfer fee and recording, and upon other terms and conditions as negotiated by the Highway Commissioner.

BE IT FURTHER RESOLVED that the Polk County Board of Supervisors authorizes a transfer in the amount of \$ _____ from the Polk County Asset Fund (Account No. _____) to the Highway Department Fund Balance (Account No. _____) to finance this transaction.

BE IT FURTHER RESOLVED that the Polk County Board of Supervisors authorizes an expenditure from the Highway Department Fund Balance, after said transfer, in an amount of the authorized purchase amount to complete the land acquisition transaction.

BE IT FURTHER RESOLVED that, pursuant to Wisconsin Statute Section 65.90(5)(a), the Polk County Board of Supervisors directs the Clerk to cause to be published notice of the transfer authorized herein by Class 1 notice within 10 days of passage of this resolution.

Funding Source/ Funding Amount:	Highway Department Fund Balance: \$ _____ Asset Fund Transfer: \$ _____ Authorized Purchase Price: \$ _____
Date Reviewed as to Appropriations:	January 15, 2015
General Government Committee Recommendation as To Appropriation:	
Effective Date:	Upon Passage
Dated Submitted To County Board	January 20, 2014

<p>Submitted By:</p>	<hr/> <hr/> <hr/>
<p>Review By County Administrator:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/> Reviewed Only <hr/> <p>Dana Frey, County Administrator</p>	<p>Review By Corporation Counsel:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Approved as to Form <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/> Reviewed Only <hr/> <p>Jeffrey B. Fuge, Corporation Counsel</p>

(Continued on Page 3)

Acknowledgement of County Board Action

Mark As Appropriate:

At its regular business meeting on January 20, 2015, the Polk County Board of Supervisors considered and acted on the above resolution, Resolution No. ____-15: Resolution Concerning Offer To Purchase Funk Gravel Pit Lands Located in Town of Lorain, as follows:

- Adopted by two-thirds of the entire board of supervisors by a vote of _____ in favor and _____ against.
- Adopted by unanimous vote.
- Defeated by a vote of _____ in favor and _____ against.
- Defeated by voice vote.
- Action Deferred by Procedural Action, as follows: _____

SIGNED BY:

William F. Johnson, IV, County Board Chairperson

Attest: _____

Carole T. Wondra, County Clerk

Certification of Publication

On the _____ day of _____, 2015, notice of the transfers authorized in the above resolution were published by Class 1 Notice pursuant to Chapter 985, Wisconsin Statutes, in the

Inter –County Leader,.

Dated: _____

Carole T. Wondra, County Clerk



MINUTES

General Government Committee

County Board Room

Balsam Lake, WI 54810

10:00 a.m., Thursday, January 15, 2015

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

Members present

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

Also present Tammy Peterson, Executive Secretary, Dana Frey, County Administrator, Jeff Fuge, Corporation Counsel and Debbie Peterson, Director of Buildings

Approval of Agenda- Chairman Sample called for a motion to approve agenda. **Motion** (Schmidt/Hallberg) to approve agenda. Motion carried.

Approval of Minutes- Chairman called for a motion to approve the minutes of the December 11th, 2014. **Motion** (Jepsen/ Schmidt) to approve minutes. Motion carried.

Public Comment – None

New Business

Administrator Dana Frey addressed monthly and quarterly reports. Dana stated the Information Technology department will be installing County Board equipment in February.

Mr. Frey spoke on committee roles and 2015 work plan.

Administrator Frey discussed the recommendation of resolution concerning Harlan Funk offer to sell to county 40 acres certain lands in Town of Lorain. **Motion** (Jepsen/Schmidt) to recommend to the County Board passage of the draft resolution without amount and with the delegation of funding allocation authority to the County Administrator. Motion carried by unanimous voice vote.

Chair Sample discussed and reviewed governing principles for reimbursement to county board members, citizens and employees while serving on any board, commission, council, association or affiliate of Polk County. Chair Sample requested this subject to be on the February agenda for more discussion.

Future items: February 19th, 2015 @ 10:00AM

Adjourn - Motion (Hallberg/Jepsen) to adjourn. Meeting adjourned 11:46 a.m.