



POLK COUNTY, WISCONSIN

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Dana Frey, County Administrator
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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, March 10th, 2016 at 10:00 a.m.

Purpose: Review and action on selected items as listed below
Documents: Minutes of February 11th, 2016

ITEM	LEAD PERSON
Call to order	Committee Chair
Approval of agenda	
Approval of minutes for February 11 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	Supervisor Ken Sample
3. Assigning, sponsoring or reporting standing committees to ad hoc committees	
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. Resolution 11-16 Resolution To Set Compensation of Elected County Officials for Term 2017-2020	Dana Frey, County Administrator
6. Resolution 12-16 Resolution to Rescind Resolution Declaring English as the Official Language of Polk County	
7. Resolution 13-16 Resolution Concerning the Revision of the County Personnel Policies	
8. Resolution 14-16 Resolution Concerning the Revision of the County Financial Policies	
9. Resolution 16-16 Resolution Assigning to Committee Reporting of Affiliated Organizations	
10. Review General Ledger and spreadsheets of 51110.	Committee Chair
11. County website information	
12. Future agenda items: April 14 th , 2016 @10:00 a.m.	Committee Chair

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, 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.



MINUTES

General Government Committee

County Board Room
Balsam Lake, WI 54810
10:00 AM, Thursday, March 10th, 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, Jeff Fuge, Corporation Counsel, Andrea Jerrick, Director of Employee Relations and Dana Frey, County Administrator

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 February 11th, 2016. **Motion** (Schmidt/ Jepsen) to approve the minutes. Motion carried by unanimous voice vote.

Public Comment None

Old Business

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

The committee reviewed and audited the 51110 expenses.

New Business

Administrator Frey handed out a document of recent county actions on wages for elected county officials across the state. Administrator Frey and Director Andrea Jerrick spoke on the resolution to Set Compensation of Elected County Officials (Clerk, Treasurer, and Register of Deeds) for the Term 2017-2020. Dana stated that his analysis of other Wisconsin counties found

that Polk County was 8% below both the regional county average and the state average for counties of its size, meaning an increase from \$56,256 to \$60,750 would be needed to reach that average. **Motion** (Sample/Jepsen) to recommend to County Board. Amendment by (Schmidt/Sample) to recommend to County Board a 2% increase each year for the next 4 years; motion failed by a 3 to 2 vote with Supervisors Hallberg and Schmidt in favor. Motion by (Sample/ Jepsen) to recommend \$60,750 for 2017. Motion carried by 4 to 1 vote, with Supervisor Schmidt opposed. Motion (Jepsen/ Sample) to include a 2% cost of living adjustment for 2018, 2019 and 2020, or an amount of \$61,965 in 2018, \$63,204 in 2019 and \$64,468 in 2020. Motion carried by 4 to 1 vote, with Supervisor Schmidt opposed. Amendment (Hallberg/ Sample) to set increase for the 2018 and 2019 to 1% and 2% for 2020. Motion failed 4 to 1, with Supervisor Hallberg in favor.

Director Jerrick discussed the Resolution Concerning the Revision of the County Personnel Policies and spoke on how the policy was developed. **Motion** (Schmidt/Jepsen) to move to County Board. Motion carried by unanimous voice vote.

Administrator Frey discussed and answered questions on the Resolution Concerning the Revision of the County Financial Policies. **Motion** (Hallberg/Jepsen) recommend to County Board. Motion carried by unanimous voice vote.

Administrator Frey and Corporation Counsel Fuge discussed and answered questions on the Resolution Assigning the Committee Reporting of Affiliated Organizations. The committee's recommendation is all of the previous authorizations tied to these organizations should sunset April 19th, 2016, with all contractual obligations. The committee requested that Mr. Fuge write up the proposed amendment of Resolution No. 16-16.

The committee requested that Supervisor sample will be the resource person. Finance Director Wickre will contact Housing Authority Jennifer Cockroft and Supervisor Jepsen will represent West Cap.

Administrator Frey spoke on the Resolution to Rescind the Resolution Declaring English as the Official Language of Polk County. **Motion** (Sample/Jepsen) to recommend to County Board. Motion carried by 4 to 1 vote. Supervisor Schmidt opposed.

Administrator Frey also spoke and answered questions about the County website.

Chair Arcand stated no April 14th meeting at this time.

Adjourn - **Motion** (Sample/ Jepsen) to adjourn. Meeting adjourned 12:43 PM.