



# POLK COUNTY, WISCONSIN

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Dana Frey, County Administrator  
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## AGENDA AND NOTICE OF MEETING

**\*\*\*AMENDED\*\*\***

### GENERAL GOVERNMENT COMMITTEE

Government Center

County Board Room

Balsam Lake, WI 54810

Thursday, August 13<sup>th</sup>, 2015 10:00 a.m.

Purpose: Review and action on selected items as listed below

Documents: Minutes of July 9th, 2015 and resolution

ITEM	LEAD PERSON
Call to order	Committee Chair
Approval of agenda Approval of minutes for July 9th, 2015	
Public comment	
New business	
1. *Presentation of the Report on Audit of 2014 County Financial Statements	CliftonLarsonAllen/ Brock Geyen
2. *Consent To the Sheriff To Exercise Management Rights Enumerated in the 2014-15 WWPA Field Services Contract	Director of Employee Relations/ Andrea Jerrick
3. *Resolution To Authorize Cancellation of Outstanding Orders	County Administrator/ Dana Frey
Old business	Committee Chair
4. Compile data from Ideation/Investigative efforts of Resolution 07-15 and Standing Committees into a plan for presentation to full county board for purposes of the full county board executing on items deemed appropriate.	
5. Future agenda items: September 10 <sup>th</sup> , 2015	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, July 9<sup>th</sup>, 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	Present
Larry Jepsen	Supervisor	Present
Josh Hallberg	Supervisor	Absent
Pat Schmidt	Supervisor	Present

Also present Tammy Peterson, Executive Secretary, Dana Frey, County Administrator and Andrea Jerrick, Director of Employee Relations

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

**Approval of Minutes-** Chairman called for a motion to approve the minutes of the June 18<sup>th</sup>, 2015 **Motion** (Jepsen/ Schmidt) to approve minutes. Motion carried.

**Public Comment** None

#### Old Business

The committee continued to review and discuss the Resolution 07-15, 2015 budget expenditures on account number 51110 and questionnaires.

#### New Business

**Motion made by** (Jepsen/ Schmidt) to go into closed session at 11:42 AM, Pursuant to Wisconsin Statute Section 19.85(1)(e), for purposes of considering collective bargaining strategy contained within a labor agreement expiring on December 31, 2015, WPPA Field Service

Officers. Motion carried by unanimous voice vote. Before convening in closed session, Chairman Sample requested the minutes reflect the presence of county staff in closed session, as follows: County Administrator, Dana Frey, Employee Relations Director, Andrea Jerrick and Department of Administration Executive Secretary, Tammy Peterson.

Committee convened in closed session.

Motion to reconvene in open session (Jepsen/ Arcand). Motion carried by unanimous voice vote. Committee reconvened in open session at 12:09 PM.

Chairman Sample announced that during closed session, the committee took no action.

Administrator Frey discussed and answered questions that pertained to the monthly, quarterly and annual reports that were distributed.

Mr. Frey updated the committee on the CliftonLarsonAllen letter, rewrite of Policy 908, cash handling and audit.

Chairman Sample requested item # 8 and # 9 on the agenda be postponed until the August 13<sup>th</sup> meeting.

Future agenda items: Next meeting will be on August 13<sup>th</sup>, 2015. The committee would like agenda items numbers 1, 2, and 3 to be on the agenda again for further discussion and annual audit.

Adjourn - Motion (Jepsen/ Arcand) to adjourn. Meeting adjourned 12:36 PM.

**RESOLUTION NO. \_\_\_\_-15**

**Resolution To Authorize Cancellation of Outstanding Orders**

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

Ladies and Gentlemen:

WHEREAS, pursuant to Wisconsin Statute § 59.23(3)(c) and (d), the County Treasurer is required to pay all county orders as directed by the County Board and keep a true and correct account of the expenditure, specifying the person to whom the payment was made and the purpose of each particular payment; and

WHEREAS, pursuant to Wis. Stat. § 59.64(4)(d), the County Board shall examine the county orders returned paid by the County Treasurer by comparing each order with the orders on record in the office of the County Clerk and enter the date when each such order was cancelled; and

WHEREAS, pursuant to, Wis. Stat. § 59.64(4)(e), the County Clerk is required to prepare and present to County Board at each annual session a detailed list of all county orders which remain uncalled for (hereafter "outstanding") by the payee for two years, including the amount, date and payee; and

WHEREAS, the County Board shall cause the list of outstanding orders to be compared to the county orders and, when found to be correct, cancel the orders; and

WHEREAS, attached hereto as Exhibit "A" is a list of all county orders that remain outstanding for the last two years as of January 1, 2015, which has been compared to the county orders and found to be correct; and

WHEREAS, the General Government Committee, at its meeting on \_\_\_\_\_, 2015 has reviewed the list of outstanding county orders attached as Exhibit "A" and recommended that the County Board authorize the cancellation said orders.

NOW, THEREFORE BE IT RESOLVED, that the Polk County Board of Supervisors hereby finds the list of outstanding county orders attached hereto as Exhibit "A" to be correct, and authorizes the cancellation of said orders.

Funding Source/ Funding Amount:	Not Applicable
Date Reviewed as to Appropriations:	Not Applicable
Committee Recommendation as To Appropriation:	Not Applicable
Effective Date:	Upon Passage
Dated Submitted To County Board	August 18, 2015
Submitted on Recommendation of the General Government Committee	<hr/> <hr/>
Review By County Administrator: <ul style="list-style-type: none"> <li><input type="checkbox"/> Recommended</li> <li><input type="checkbox"/> Not Recommended</li> <li><input type="checkbox"/> Reviewed Only</li> </ul> <hr/> Dana Frey, County Administrator	Review By Corporation Counsel: <ul style="list-style-type: none"> <li><input type="checkbox"/> Approved as to Form</li> <li><input type="checkbox"/> Recommended</li> <li><input type="checkbox"/> Not Recommended</li> <li><input type="checkbox"/> Reviewed Only</li> </ul> <hr/> Jeffrey B. Fuge, Corporation Counsel
Acknowledgement of County Board Action	

Mark As Appropriate:

At its regular business meeting on the 18<sup>th</sup> of August 2015, the Polk County Board of Supervisors considered and acted on the above resolution, Resolution No. \_\_\_\_-15: Resolution To Authorize Cancellation of Outstanding Orders, as follows:

- Adopted by simple majority of the 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



## MINUTES

### General Government Committee

County Board Room  
Balsam Lake, WI 54810  
10:00 a.m., Thursday, August 13<sup>th</sup>, 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	Present
Larry Jepsen	Supervisor	Present
Josh Hallberg	Supervisor	Present
Pat Schmidt	Supervisor	Present

Also present Tammy Peterson, Executive Secretary, Dana Frey, County Administrator, Andrea Jerrick, Director of Employee Relations, Amanda Nissen, Treasurer, Maggie Wickre, Finance Manager, Rhoda Hatzenbeller, Bookkeeper, Jenelle Lindquist, Fiscal Intermediate Support and Pete Johnson, Sheriff

**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 July 9<sup>th</sup>, 2015. **Motion** (Jepsen/ Schmidt) to approve minutes. Motion carried by unanimous voice vote.

**Public Comment** None

#### Old Business

The committee continued to review and discuss the Resolution 07-15, 2015 budget expenditures on account number 51110 and questionnaires.

Administrator Frey provided a powerpoint.

#### New Business

CliftonLarsonAllen Auditor, Brock Geyen handed out and presented the 2014 County financial audit. This includes single audit, summary, and CAFR.

Director of Employee Relations, Andrea Jerrick discussed the 2014-15 WWPA field services contract. **Motion** (Acand/Jepsen) to consent to the Sheriff solely exercising his or her authority in employment-related decisions as prescribed within the language outlined in Article 4, Section 2 of the Polk County – WPPA Local 2014-2015 Polk County Field Services Association contract. Motion carried by unanimous voice vote.

Administrator Frey spoke on the Resolution To Authorize Cancellation of Outstanding Orders. **Motion** (Schmidt/Jepsen) to move to County Board as presented. Motion carried by unanimous voice vote.

Chair Sample informed the Committee that he is resigning as committee chair effective with the adjournment of the Committee meeting.

Future agenda items: Next meeting will be on September 10<sup>th</sup>, 2015 .The committee would like #4 to be on the agenda again for further discussion and County property.

Adjourn - Motion (Sample/Hallberg) to adjourn. Meeting adjourned 12:45 PM.