



POLK COUNTY, WISCONSIN

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Sharon Jorgenson, County Clerk
100 Polk Plaza, Suite 110, Balsam Lake, WI 54810
Phone (715) 485-9226 Email Sharon.Jorgenson @co.polk.wi.us

Minutes

General Government Committee

County Board Room
Balsam Lake, WI 54810
10:00 a.m. Thursday, February 8, 2018

Meeting called to order by Vice Chair Arcand at 10:00 a.m.
Members present

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

Also present: Marilyn Blake, Deputy County Clerk; Dana Frey, County Administrator; Andrea Jerrick, Deputy County Administrator; Jeff Fuge, Corporation Counsel, Todd Demers, IT Department Head; Vince Netherland, EDC; Joe Demulling, County Board Member; members of the public and press.

Approval of Agenda- Vice-Chair Arcand called for a motion to approve agenda as noticed. **Motion** (Jepsen/Nelson) to approve agenda. Vice-Chair Arcand called for a voice vote on the motion to approve agenda as noticed. **Motion** carried by unanimous voice vote.

Approval of Minutes- Vice-Chair Arcand called for a motion to approve the minutes of the January 11, 2018, meeting. **Motion** (Jepsen/Nelson) to approve January 11, 2018 minutes as published. Vice-Chair Arcand called for a voice vote on the motion to approve January 11, 2018 minutes. **Motion** carried by unanimous voice vote.

Public Comment – Time was given for public comment. Public comment was received and handouts provided

Announcements

Administrator Frey asked Vince Netherland, Polk County Economic Development Corporation to discuss what he does and how he interacts with the Extension office. He presented examples of how Extension has been a valuable partner to EDC. This is especially true working with small businesses and in grant writing. They offer a different type of expertise and education that is not offered through EDC.

Discussion items

Corporation Counsel Fuge indicated that the draft lease regarding WITC has been received and reviewed and is still a work in progress. It should be finalized by next week.

Acting Chair Arcand declared that since Chairman Masters was not present it was a consensus of the other committee members that the discussion of meeting times should wait until the new board is seated and the committee formed.

Administrator Frey addressed the committee regarding County Administrator succession planning. He had recently attended a meeting where the subject of hiring a chief executive was discussed. He indicated that the county board as a whole needs to develop a vision of what they want to look like going forward and be able to communicate that to all future candidates. He discussed the time frames that should be in place and some of the common errors that are made by the selecting body.

Ms. Jerrick discussed the hiring process for the County Administrator position. She indicated that they will use an outside executive recruitment firm and they usually ask for the county vision. The cost of using a recruitment firm is in the area of \$20,000-\$25,000. She anticipates that sometime during October to December, 2018 they will begin the process in order to have a new administrator in place by July, 2019. The recruitment firm recommends no overlap of administrators, or at a maximum, a 30 day overlap.

Lime Quarry and Recycling Center financial history—Mr. Frey handed out a spreadsheet of income and expenses for the past seven years for the lime quarry and the recycling center. He further discussed that it is necessary to use the financial information along with other information when evaluating the programs.

2018 Work plan:

The committee added Lime Quarry financial update for the month of April.

The committee added Recycling financial evaluation for May

The Committee received a demonstration from Todd Demers showing how the new board room mobile computers will work. He reviewed the options with the committee and they all agreed that they had chosen option four with Mobile Notebooks. This information has been presented in the past.

Administrator Frey stated the money for updating the technology is already in the budget so the IT department will proceed with the project.

Action Items

Vice-Chair Arcand called to the floor for a motion regarding Resolution 09-18, to Award and Fund Contract for Demolition of Fairgrounds Grandstand (Amending 2018 County Budget) **Motion** (Jepsen/Arcand) to forward Resolution 09-18 to the County Board for passage. Discussion followed. **Motion** (Jepsen/Nelson) to amend the resolution by removing “well in advance” with “as soon as possible, but in any event no later than May 31, 2018.” Vice-Chairman Arcand called for a voice vote on the amendment. **Motion** to amend carried on unanimous voice vote.

Motion (Nelson/Arcand) to further amend Resolution 09-18 to add, after “in the interest of the County”, “with options for salvage by the Polk County Fair Society as practical”. Vice-Chair Arcand called for a voice vote on the amendment. **Motion** to amend carried with unanimous voice vote.

Vice-Chairman Arcand called for a vote on Resolution 09-18, as amended to be forwarded to the full County Board for passage. **Motion** (Jepsen/Nelson) so moved. Vice-Chairman Arcand called for a voice vote on the motion. **Motion** carried by unanimous voice vote.

Vice-Chairman Arcand called for a motion to approve Resolution 08-18, to Authorize and Fund Purchase of Bleacher Seating for Fairgrounds (Amending 2018 County Budget). **Motion** (Jepsen/Arcand) to move forward Resolution 08-18 to the County Board for first reading and return to General Government Committee for review of funding and recommendations on appropriations and passage. Discussion followed. Vice-Chairman Arcand called for a voice vote on Resolution 08-18. **Motion** passed by majority voice vote (2 yes and Nelson voting no).

Vice-Chairman Arcand called for a 5 minute break at 12:05 pm by a majority voice vote. Vice-Chairman called the meeting back into at 12:10 pm.

No action was taken on **Ordinance 10-18**, Establishing Cut-Off Times for Filing and Recording Documents in the Register of Deeds Office, by the committee. It will be considered at the March, 2018 General Government meeting.

Vice-Chairman Arcand called for a motion regarding **Resolutions 05-18**, Intent to Establish Polk County as a Certified Broadband Forward! Community, **Ordinance No. 06-18**-Enactment of the Polk County Broadband Network Project Ordinance and **Resolution 03-18** In Support of Broadband Expansion Grant Applications to Improve Broadband Service in Polk County all at the same time to move forward to the County Board for first reading. No discussion. Vice-Chairman called for a voice vote on the three items. **Motion** (Nelson/Jepsen) to forward all to the County Board for first reading. Vice-Chairman Arcand called for a voice vote on the motion. **Motion** carried by unanimous voice vote.

Vice-Chairman Arcand called for a motion to forward Resolution 81-17, to Dedicate and Allocate Proceeds of Sale of Tax Delinquent Properties for Redemption of 2017 Promissory Notes, to the County Board for passage. **Motion** (Nelson/Jepsen) to forward Resolution 81-17 to the County Board. Vice-Chairman called for a voice vote on Resolution 81-17 to be forwarded to the County Board for passage. **Motion** carried on a unanimous voice vote.

Vice-Chairman Arcand called for a motion to go into closed session.

Pursuant to Wisconsin State Statute Section 19.85(1)(g), the committee may convene in closed session to receive a verbal legal opinion concerning the litigation strategy that may be adopted in the pending legal actions as noticed herein.

Motion (Jepsen/Nelson) to go into closed session. **Motion** to go into closed session carried by roll call vote with unanimous yes vote. Acting Chair announced that Deputy Clerk Marilyn Blake and Corporation Counsel would be present in closed session. No other staff members present. Closed session began at 12:28 p.m. Acting Chair requested a motion to return to open session. **Motion** (Jepsen/Nelson) to return to open session. Motion to return to open session carried on a unanimous voice vote.

Returned to open session at 12:30 pm. It was announced that no action was taken during the closed session.

Future Agenda Items

Ordinance 10-18 Establishing Cut-Off Times for Filing and Recording Documents in the Register of Deeds Office.

Serenity House Lease-March

Governor’s budget and impact on government programs-March

Financial analysis information on Lime Quarry Recycling Center April

Financial analysis information on Recycling Center-May

Committee requested that hiring selection and process for County Administrator be placed as future agenda item for Executive Committee agenda.

Next meeting will be Thursday, March 8, 2018 at 10:00 a.m.

Adjourn

Motion (Nelson/Jepsen) to adjourn. Vice-Chair Arcand called for a voice vote on the motion to adjourn.

Motion carried by unanimous voice vote.

Meeting adjourned 12:31 p.m.

Respectfully submitted,

Marilyn Blake
Deputy County Clerk



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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, February 8, 2018, at 10:00 a.m.
A quorum of the County Board may be present

Amended February 7, 2017 at 9:15 a.m.

Materials: January 11th, 2018, Minutes

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| 10:00 | 1. Call to order
a. Approval of agenda
b. Approval of minutes for January 11 th , 2018 | Brian Masters |
| 10:05 | 2. Public comment (3 minutes) | |
| 10:10 | 3. Announcements and committee information | Dana Frey |
| | 4. Discussion items
a. Draft lease of County property by WITC
b. Committee meeting times
c. County administrator succession planning
d. Lime Quarry and Recycling Center financial history
e. 2018 Workplan
f. Board room technology-laptops/tablets for board members | Jeff Fuge
Brian Masters
Andrea Jerrick
Dana Frey
Todd Demers |
| | 5. Action Items
a. *Proposed Resolution to Award and Fund Contract for Demolition of Fairgrounds Grandstand (Amending 2018 County Budget)
b. *Proposed Resolution to Authorize and Fund Purchase of Bleacher seating for Fairgrounds. (Amending 2018 County Budget)
c. Expansion of Broadband Initiative:
i. *Proposed Resolution 05-18: Resolution of Intent to Establish Polk County as a Certified Broadband Forward! Community
ii. *Proposed Ordinance- Ordinance No. 06-18 - Enactment of the Polk County Broadband Network Project Ordinance(Broadband Forward! Community Certification)
iii. *Proposed Resolution 03-18: Resolution In Support of Broadband Expansion Grant Applications to Improve Broadband Service in Polk County | Dana Frey |

- d. *Proposed Ordinance Establishing Cut-Off Times for Filing and Recording Documents in the Register of Deeds Office.
- e. Proposed Resolution No. 81-17: Resolution to Dedicate and Allocate Proceeds of Sale of Tax Delinquent Properties for Redemption of 2017 Promissory Notes

[NOTE: *Copies of resolutions and ordinances to follow]

- 11:00 6. Receipt of Legal Opinion Concerning Federal Claims Litigation: J.K.J v. Polk County, et. al, 2015CV428; and M. J. J. v. Polk County, et.al., 2015CV433:

Closed Session: Pursuant to Wisconsin Statute Section 19.85(1)(g), the committee may convene in closed session to receive a verbal legal opinion concerning the litigation strategy that may be adopted in the pending legal actions as noticed herein.

Following said closed session, the committee will reconvene in open session to consider and act on subject matters noticed herein for consideration and action in open session or closed session.”

7. Identification of Subject Matters for Upcoming Meetings

8. 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. The items on the agenda not necessarily presented in the order listed.



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Minutes

General Government Committee

County Board Room
Balsam Lake, WI 54810
10:00 a.m. Thursday, January 11, 2018

Meeting called to order by Chair Masters at 10:04 a.m.

Members present

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

Also present: Sharon Jorgenson, County Clerk; Dana Frey, County Administrator; Debbie Peterson, Director Parks/Buildings; and member of the press. Chris Nelson joined meeting at 10:16 a.m.

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

Approval of Minutes- Chair Masters called for a motion to approve the minutes of the December 15, 2017 meeting. **Motion** (Masters/Jepsen) to approve December 15, 2017 minutes as published. Chair Masters called for a voice vote on the motion to approve December 15, 2017 minutes. **Motion** carried by unanimous voice vote.

Public Comment – Time was given for public comment. Public comment was received.

Announcements

Committee received information from Administrator Frey regarding update of potential WITC lease of school/library building. Lease is in draft process by WITC Attorney.

Committee received information from Administrator Frey regarding update on nonprofit funding in 2018 budget.

Committee received information from Administrator Frey regarding two court ordered out of home placement costs at \$30,000 each per month per child and increasing impacts to budget if court ordered placements increase.

Committee received information from Administrator Frey regarding 3 fairgrounds buildings that need structural engineer review and grandstand demolition bid estimate updates. Request for demolition proposals/bids will be on website (under Request for Proposal) in late January. Bleachers are reserved for possible rental (\$14,000) this year for fair.

Discussion items

Committee received hand-out and information from Administrator Frey regarding County Board technology improvements and electronic meeting materials and estimated costs. Funding for Board Technology is included in 2018 budget. **Motion** (Jepsen/Arcand) to recommend Option three of Board Mobile Computer Options to County Board Committee of the Whole. Chair Masters called for a voice vote on said recommendation. **Motion** carried by unanimous voice vote.

Committee discussed items to add to 2018 Work plan: Funding information on trail systems, building security, future building remodeling.

Committee requested 7 year financial analysis information on Lime Quarry and Recycling Center.

Action Items

No action items

Future Agenda Items

Purchase option for fairground bleachers/grandstand demolition information, committee meeting times, discussion regarding turning fairgrounds buildings & grounds over to Fair Board

Financial analysis information on Lime Quarry and Recycling Center - March committee meeting agenda

Committee requested that hiring selection and process for County Administrator be placed as future agenda item for Executive Committee agenda.

Next meeting Thursday, February 8, 2018 at 10:00 a.m.

Adjourn

Motion (Masters/Jepsen) to adjourn. Chair Masters called for a voice vote on the motion to adjourn. **Motion** carried by unanimous voice vote.

Meeting adjourned 11:28 a.m.

Respectfully submitted,

Sharon E. Jorgenson
County Clerk