



POLK COUNTY, WISCONSIN

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Sharon Jorgenson, County Clerk
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Polk County Board of Supervisors

100 Polk County Plaza, Balsam Lake, Wisconsin
Polk County Government Center - County Board Room

Committee of the Whole Meeting Minutes

Monday, October 16, 2017

Meeting called to order by Chair Johansen at 5:05p.m.

Chairman Johansen called on the clerk for evidence of proper notice. Clerk informed members that the Committee of the Whole had been properly noticed electronically on the Polk County website, posted in the Government Center building, as well as distributed to the Supervisors via email and weekly meeting packets on October 11, 2017. Chairman Johansen informed the board members that the meeting had been properly noticed.

Roll call was taken by the clerk with all 15 supervisors present.

Also present: Sharon Jorgenson, County Clerk; Dana Frey, County Administrator; Andrea Jerrick, Deputy County Administrator; Emil Norby, Highway Commissioner; Randy LaFave from Market & Johnson; members of the public and member of the press.

Chairman Johansen led the Pledge of Allegiance.

Chairman Johansen called for a motion to approve the consent agenda. **Motion** (Luke/Bonneprise) to approve the consent agenda including: October 16, 2017 agenda and minutes of the September 13th, 2017 meeting. **Motion** carried by unanimous voice vote.

Business Items:

Chairman Johansen called upon Deputy Administrator Jerrick for overview of items to be covered and updates on Highway Garage Workshop. Board received presentation from Randy LaFave, Construction Manager Representative from Market & Johnson regarding bid tabulations/results on Bid Package #1 and Bid Package #2.

Committee of the Whole engaged in preliminary discussion concerning the construction and financing of the Highway Facility Project and proposed related resolutions:



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Resolution No. 62-17: Resolution to Authorize Polk County Highway Garage Public Improvement Project and Award Construction Contracts for Highway Garage – Bid Package #1

Resolution No. 67-17: Resolution to Award Construction Contracts for Highway Garage - Bid Package #2

Resolution No. 66-17: Resolution to Authorize Lease Agreement with Wisconsin Department of Transportation (Road Salt Storage Facility). Committee received presentation and information from Emil Norby, Highway Commissioner regarding Resolution No. 66-17.

Resolution No. 68-17: Resolution to Adopt Project Budget and to Authorize Expenditures for Highway Garage Project. Committee received information from Administrator Dana Frey regarding Resolution 68-17.

Committee received information from Administrator Frey regarding Resolution No. 71-17: Resolution to Transfer Funds from the Sales Tax Fund to the General Fund and to Transfer General Fund Unassigned Fund Balance to the Highway Facility Capital Project Account

Committee received information from Administrator Frey regarding financing options offered by Bremer via a bank loan versus bonding and information regarding Resolution No. 69-17: Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not To Exceed \$18,385,000 General Obligation Promissory Notes, Series 2017.

Board received information from Administrator Frey regarding Resolution No. 70-17: Resolution to Hold a Public Hearing on the 2018 Budget Proposal of Polk County.

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

Chairman Johansen declared meeting adjourned at 6:18 p.m.

Respectfully submitted,

Sharon E. Jorgenson
Polk County Clerk

**POLK COUNTY BOARD OF SUPERVISORS
OFFICE OF THE CHAIRMAN, DEAN K. JOHANSEN**

100 Polk County Plaza, Suite 170
Polk County Government Center
Balsam Lake, WI 54810

Committee of the Whole Meeting

Date: Monday, October 16, 2017

Time: 5:00 p.m.

Place: County Board Room

Order of Business

1. Call to Order (meet in county board room)
2. Evidence of Proper Notice
3. Roll Call
4. Pledge of Allegiance
5. Consent Agenda:
 - a. Approval of Noticed Agenda for COW meeting, October 16, 2017
 - b. Approval of Minutes for September 13, 2017 COW meeting
6. Preliminary Discussion Concerning the Construction and Financing of the Highway Facility Project, including recommendation on proposed related resolutions:
 - a. Resolution No. 62-17: Resolution to Authorize Polk County Highway Garage Public Improvement Project and Award Construction Contracts for Highway Garage – Bid Package #1
 - b. Resolution No. 67-17: Resolution to Award Construction Contracts for Highway Garage - Bid Package #2
 - c. Resolution No. 66-17: Resolution to Authorize Lease Agreement with Wisconsin Department of Transportation (Road Salt Storage Facility)
 - d. Resolution No. 68-17: Resolution to Adopt Project Budget and to Authorize Expenditures for Highway Garage Project
 - e. Resolution No. 71-17: Resolution to Transfer Funds from the Sales Tax Fund to the General Fund and to Transfer General Fund Unassigned Fund Balance to the Highway Facility Capital Project Account
 - f. Resolution No. 69-17: Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not To Exceed \$18,385,000 General Obligation Promissory Notes, Series 2017.
7. Discussion and Recommendation Concerning Proposed 2018 Capital and Operating Budget, including proposed related resolution:
 - g. Resolution No. 70-17: Resolution to Hold a Public Hearing on the 2018 Budget Proposal of Polk County

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.



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Polk County Board of Supervisors

100 Polk County Plaza, Balsam Lake, Wisconsin
Polk County Government Center - County Board Room

Committee of the Whole Meeting Minutes

Wednesday, September 13, 2017

Meeting called to order by Chair Johansen at 1:02 p.m.

Chairman Johansen called on the clerk for evidence of proper notice. Clerk informed members that the Committee of the Whole had been properly noticed electronically on the Polk County website, posted in the Government Center building, as well as distributed to the Supervisors via email and weekly meeting packets on September 6, 2017. Corporation Counsel, Jeff Fuge informed the board members the meeting had been properly noticed.

Roll call was taken by the clerk with 14 present. Supervisor Jim Edgell was absent and excused.

Also present: Sharon Jorgenson, County Clerk; Dana Frey, County Administrator; Jeff Fuge, Corporation Counsel; Andrea Jerrick, Deputy County Administrator; Emil Norby, Highway Commissioner; Norman Barrientos from Barrientos & Ayres, Randy LaFave from Market & Johnson, Maggie Wickre, Finance Director; Amanda Nissen, Treasurer; members of the public and member of the press.

Chairman Johansen led the Pledge of Allegiance.

Chairman Johansen called for a motion to approve the consent agenda. **Motion** (Bonneprise/Masters) to approve the September 13, 2017 agenda and minutes of the March 9th, 2017 meeting. **Motion** carried by unanimous voice vote.

Business Items:

Chairman Johansen called upon Administrator Frey for meeting updates. Budget process moved to last item on agenda.

Chairman Johansen called upon Administrator Frey for overview of items to be covered and updates on Highway Garage Workshop. Board received update on Highway Project from Deputy Administrator Andrea Jerrick. Board received presentation from Randy LaFave, Construction Manager Representative from Market & Johnson regarding overview of bid submissions received on Bid Package #1, Bid Package #2 breakdown, and update on bid package for former Bishop Building. Bids for Bishop Building Bid Package will be opened 9/18/17. Bid package #2 will incorporate a separate bid package for Salt shed,

fuel island, and scale project. Board received presentation from Norman Barrientos, Architect from Barrientos & Ayres regarding final design elements of Highway Garage.

Board received handout and presentation regarding financing overview and financing process for Highway Garage project from Michele Wiberg, Senior Vice President/Director at PMA Securities. Next step will be to adopt a Parameters Resolution to establish borrowing amounts, interest rate and cost of issuance, which will be needed by November 1st in order to give 30 day call notice for pay-off of 2005 bonds.

Chairman Johansen called for a recess at 2:42 p.m.

Chairman Johansen called Committee of the Whole back in session at 2:51 p.m.

Board received information regarding bonding/financing, use of fund balance, and contingencies from Administrator Frey. Board received Budget presentation and recommendations including amendments to budget ceilings and policy amendments from Administrator Frey.

Chairman Johansen called for a motion to adjourn. **Motion** Bonneprise/Masters to adjourn. Chairman Johansen called for a voice vote on the motion to adjourn. **Motion** carried by unanimous voice vote.

Chairman Johansen declared meeting adjourned at 3:36 p.m.

Respectfully submitted,

Sharon E. Jorgenson
Polk County Clerk