



**MINUTES**  
**General Government Committee**  
County Board Room  
Balsam Lake, WI 54810  
9:00 a.m. Friday, October 25, 2019

Meeting called to order by Vice Chair Arcand @ 9:02 a.m.

Members present:

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

Also present: Sharon Jorgenson, County Clerk; Malia Malone, Interim County Administrator; Joseph Loso, Interim Corporation Counsel; Chad Roberts, Chief Deputy; Darlene Kusmirek, Employee Relations Manager/Director; Kristen Bruder, Area Extension Director; and members of the public.

#### **Approval of Agenda**

Vice Chair Arcand called for a motion to approve the agenda as published. **Motion** (Nelson/Johansen) to approve the agenda. Vice Chair Arcand called for a voice vote on the motion to approve the agenda as published. **Motion** to approve the agenda carried by unanimous voice vote.

#### **Approval of Minutes**

Vice Chair Arcand called for a motion to approve the minutes of the October 10, 2019 meeting as published. **Motion** (Johansen/Nelson) to approve the minutes. Vice Chair Arcand called for a voice vote on said motion. **Motion** to approve the minutes of the October 10, 2019 meeting carried by unanimous voice vote.

**Public Comment** – No public comment was received by the committee.

**Receipt of Information from Supervisors Not Seated as Committee Members** – No information was received by the committee from Supervisors not seated as committee members.

**Explanation of Extension Positions** – Vice Chair Arcand called upon Area Extension Director Kristen Bruder to provide clarification information to the committee regarding Extension Positions in Polk County. The committee received information that Polk County does not have an Extension Planner, instead there is a Community Educator position shared with St Croix County which is partially funded at \$20,500 by Polk County.

**Motion** (Nelson/Johansen) to go into closed session pursuant to Wisconsin Statute Section 19.85(1)(e) as noticed on the agenda. Vice Chair Arcand called for a voice vote on the motion to go into closed session. **Motion** carried by unanimous voice vote.

**\*\*CLOSED SESSION\* -- 9:10 a.m.\*\* – (Minutes Separate and under seal)**

Members present for the closed session included Committee Members: Russ Arcand, Dean Johansen, and Chris Nelson. Also present: County Clerk, Sharon Jorgenson; Interim Administrator, Malia Malone; Interim Corporation Counsel, Joseph Loso; Darlene Kusmirek, Employee Relations Manager; and Chad Roberts, Chief Deputy.

Present on behalf of the Union: Jeryl Vonderheid, WPPA Representative for the Union; Employee Union Representatives: Jeffrey T Smith, Stephanie Warner, Nathan Ferris, and Don Burrows

\*Reconvened in Open Session at 11:45 a.m.\*

Contract approval to be added to November 12, 2019 County Board Agenda.

**Motion** (Johansen/Nelson) to table remaining items on agenda (Recommendations and Consideration of Budget Amendments and 2019 Work Plan Development/Updates) until November 7, 2019 meeting and adjourn meeting. Vice Chair Arcand called for a voice vote on said motion. **Motion** carried by unanimous voice vote.

Items for next agenda: Resolution No. 53-19: Resolution to Adopt the Polk County Operating and Capital Budget for the Calendar Year 2020 and to Set the 2020 Tax Levy

Next meeting: November 7, 2019 Thursday at 10:00 a.m.

Meeting adjourned 11:47 a.m.

Respectfully submitted,

Sharon Jorgenson  
County Clerk



# POLK COUNTY, WISCONSIN

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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

Friday, October 25, 2019 at 9:00 a.m.

A quorum of the County Board may be present

Materials: October 10, 2019 Minutes, 2019 Work Plan

1. Call to order –Chair Masters
2. Approval of Agenda
3. Approval of Minutes for October 10, 2019
4. Public Comment (3 minutes)
5. Receipt of Information from Supervisors Not Seated as Committee Members
6. Explanation of Extension Positions – Kristen Bruder
7. Closed Session:  
Pursuant to Wisconsin Statute Section 19.85(1)(e), the Committee may convene in closed session for purposes of considering collective bargaining strategy, review and/or negotiation of labor agreement benefits/contracts including negotiation of WPPA – Field Services labor agreement for Polk County Sheriff's Department Employees Association and Polk County Sergeants Association commencing January 1, 2020:, the conduct of said specified public business, due to competitive or bargaining reasons, require a closed session. Following the closed session, the Committee will convene in open session to give an announcement on matters considered in closed session and to consider and act upon matters noticed herein for consideration and action in open session.
8. Recommendations and Consideration of Budget Amendments Forwarded from Other Committees – Technical Budget Amendments
9. 2019 Work Plan Development/Updates
10. Identification of Subject Matters for Upcoming Meetings
11. Adjourn

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Items on the agenda not necessarily presented in the order listed. 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, October 10, 2019

Meeting called to order by Chair Masters @ 10:09 a.m.

Members present:

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

Also present: Sharon Jorgenson, County Clerk; Emil Norby, Highway Commissioner; Malia Malone, Corporation Counsel; Chad Roberts, Chief Deputy; Tim Anderson, County Planner; Darlene Kusmirek, Employee Relations Manager; Maggie Wickre, Finance Director; Cassie Emerson, Administrative Support, Rhoda Hatzenbeller, Bookkeeper; Tammy Peterson, Administrative Assistant; Supervisors Tracy LaBlanc and John Bonneprise; and members of the public.

**Approval of Agenda**

Chair Masters called for a motion to approve the agenda as published. **Motion** (Jepsen/Nelson) to approve the agenda. Chair Masters called for a voice vote on the motion to approve the agenda as published. **Motion** to approve the agenda carried by unanimous voice vote.

**Approval of Minutes**

Chair Masters called for a motion to approve the minutes of the September 12, 2019 meeting as published. **Motion** (Masters/Johansen) to approve the minutes. Chair Masters called for a voice vote on said motion. **Motion** to approve the minutes of the September 12, 2019 meeting carried by unanimous voice vote.

**Public Comment** – One public comment was received by the committee.

**Receipt of Information from Supervisors Not Seated as Committee Members** – No information was received by the committee from Supervisors not seated as committee members.

**Motion** (Jepsen/Johansen) to go into closed session pursuant to Wisconsin Statute Section 19.85(1)(e) at 10:13 a.m. Chair Masters called for a voice vote on the motion to go into closed session. **Motion** carried by unanimous voice vote.

**\*\*CLOSED SESSION\* -- 10:13 a.m.\*\* – (Minutes Separate and under seal)**

Members present for the closed session included Committee Members: Brian Masters, Russ Arcand, Larry Jepsen, Dean Johansen, and Chris Nelson. Also present: County Clerk, Sharon Jorgenson; Corporation Counsel, Malia Malone; Darlene Kusmirek, Employee Relations Manager; Chad Roberts, Chief Deputy; and County Board Supervisor John Bonneprise.

\*Reconvened in Open Session at 10:36 a.m.\*

Supervisor Masters provided an update regarding recorded meetings to the Committee. The committee received an update from Corporation Counsel Malone regarding how many views the recorded meetings received.

The committee discussed recommendations regarding Resolution No. 44-19: Resolution Accepting the Donation of Services and Materials for the Modification of the Polk County Jail. Chairman Masters called upon Chief Deputy Roberts to provide information to the committee regarding the resolution.

Chairman Masters called for a motion in regard to Resolution No. 44-19. **Motion** (Johansen/Nelson) to approve and recommend Resolution No. 44-19 to the County Board for passage. Chair Masters called for a voice vote on said motion. **Motion** to approve and recommend Resolution No. 44-19 to the County Board for passage carried by unanimous voice vote.

The committee discussed recommendations regarding Resolution No. 47-19: Resolution Authorizing Phase II and Phase III of the Fairgrounds Grandstand Project.

Chairman Masters called for a motion in regard to Resolution No. 47-19.

**Motion** (Nelson/Masters) to approve and recommend Resolution No. 47-19 to the County Board for passage. Chair Masters called for a voice vote on said motion. **Motion** to approve and recommend Resolution No. 47-19 to the County Board for passage carried by unanimous voice vote.

The Committee received hand-outs and an update of the proposed 2020 Operating budget from Finance Director Maggie Wickre, including various departmental additional funding requests.

Chairman Masters declared that the remaining Budget Agenda items to be considered would be tabled (at 11:02 a.m.) until after closed session.

Committee called for a recess/break at 11:02 a.m. Chairman Masters called the committee back into session at 11:08 a.m.

**Motion** (Jepsen/Masters) to go into closed session pursuant to Wisconsin Statute Section 19.85(1)(e) at 11:08 a.m. Chair Masters called for a voice vote on the motion to go into closed session. **Motion** carried by unanimous voice vote.

**\*\*CLOSED SESSION\* -- 11:08 a.m.\*\* – (Minutes Separate and under seal)**

Members present for the closed session included Committee Members: Brian Masters, Russ Arcand, Larry Jepsen, Dean Johansen, and Chris Nelson. Also present: County Clerk, Sharon Jorgenson; Corporation Counsel, Malia Malone; Darlene Kusmirek, Employee Relations Manager; Chad Roberts, Chief Deputy; and County Board Supervisor John Bonneprise.

Present for the Union: Jeryl Vonderheid, WPPA Representative for the Union; Employee Union Representatives: Jeffrey T Smith, Stephanie Warner, Nathan Ferris, Tyrel Hanson and Don Burrows.

\*Reconvened in Open Session at 12:48 p.m.\*

**Motion** (Masters/Johansen) to take up Budget Agenda items for consideration that were previously tabled. Chairman Masters called for a voice vote regarding said motion. **Motion** to take Budget Agenda item off table for reconsideration carried by unanimous voice vote.

Committee considered additional funding requests for 2020 Budget: County Clerk for upgrade of part time employee from .5 PT to .6 FTE position (recurring expense), Clerk of Court for additional ½ day per week for the Family Court Commissioner \$25,000 (recurring expense), Tourism: \$5,000 for new web site, Economic Development: \$20,000 for Workforce Marketing Campaign, Fair \$15,000 for administration building trusses, Museum \$6,000 for repair and removal of sidewalk wall and \$9,000 for Coal room roof and grading.

Additional funding request for County Clerk:

**Motion** (Nelson/Johansen) to move to County Board without recommendation due to no cost detail associated with request for County Clerk for upgrade from .5 PT position to .6 FTE position for the part time employee. Chair Masters called for a voice vote on said motion. **Motion** carried by unanimous voice vote.

Additional funding request for Clerk of Circuit Court: \$25,000 recurring expense for additional ½ day per week for the Family Court Commissioner: Supervisor Masters informed committee that conversation with Judge Anderson indicated funding amount would be closer to \$20,000 per year.

**Motion** (Masters/Jepsen) to reduce amount requested by \$5,000 and move to County Board with recommendation to approve \$20,000 additional recurring funding request for Clerk of Court for additional ½ day per week for the Family Court Commissioner. Chair Masters called for a voice vote on said motion. **Motion** carried by unanimous voice vote.

Additional funding requests for Tourism \$5,000 to defray costs for new website:

**Motion** (Nelson/Masters) to move to County Board with recommendation at reduced amount of \$3,000 additional funding for Tourism new website costs. Chair Masters called for a voice vote on said motion. **Motion** to move to County Board with recommendation at reduced amount of \$3,000 carried by majority voice vote with one opposed.

Additional funding request for Economic Development \$20,000 for Workforce Marketing Campaign:

**Motion** (Jepsen/Johansen) to move to County Board with recommendation \$20,000 additional funding request by Economic Development for Workforce Marketing Campaign. Chair Masters called for a voice vote on said motion. **Motion** carried by majority voice vote with one opposed.

Additional funding request for Fair \$15,000 for administration building trusses:

**Motion** (Johansen/Jepsen) to move to County Board with recommendation \$15,000 additional funding request for Fairgrounds for Administration building trusses. Masters called for a voice vote on said motion. **Motion** carried by unanimous voice vote.

Additional funding requests for Polk County Museum: \$6,000 for removal/repair to sidewalk wall and \$9,000 for Coal room roof and grading:

**Motion** (Nelson/Johansen) to move to County Board with recommendation \$6,000 additional funding request by the Museum for removal and repair to sidewalk wall and \$9,000 additional funding request by the Museum for coal room roof and grading. Chair Masters called for a voice vote on said motion. **Motion** carried by unanimous voice vote.

Additional funding request for Veterans Service Office to increase assistant hours from 37 to 40:

No action was taken by the committee on the request to increase the Veteran’s service assistant hours from 37 to 50 due to no annual cost figures provided. Finance Director will get annual cost figures for the request for consideration at the County Board meeting.

Reinstatement of the County Planner Position – as recommended by the Environmental Services Committee:

**Motion** (Jepsen/Johansen) to recommend to the County Board reinstatement of the County Planner position for the 2020 Budget. Chair Masters called for a voice vote on said motion. **Motion** carried by unanimous voice vote.

Consideration of other listed additional funding requests:

Committee discussed list of additional funding requests. Chairman Masters called upon Highway Commissioner Norby for information on areas of most needed funding.

**Motion** (Johansen/Jepsen) to move to County Board with recommendation the following items for the 2020 Budget:

Funding Kronos HR System	\$61,606	-Carryover from 2014
Replace Law Enforcement Washer/dryer	\$18,000	
Replace sally port overhead doors	\$ 7,000	
Justice Center Roof/Caulking maintenance	\$15,000	
Justice Center Service Door Replacement	\$ 8,000	

Chairman Masters called for a voice vote on said motion for approval of funding requests.

**Motion** carried by unanimous voice vote.

The committee discussed recommendations regarding Resolution No. 45-19: Resolution Calling for Public Hearing on the Proposed 2020 Operating and Capital Improvement Budget.

Chairman Masters called for a motion in regard to Resolution No. 45-19. **Motion** (Jepsen/Johansen) to approve and recommend Resolution No. 45-19 to the County Board for passage. Chair Masters called for a voice vote on said motion. **Motion** to approve and recommend Resolution No. 45-19 to the County Board for passage carried by unanimous voice vote.

Committee deferred discussion of the 2019 work plan until next meeting.

Items for next agenda: Union Negotiations

Next meeting: October 25, 2019 Friday at 9:00 a.m.

**Adjourn**

Chair Masters called for a motion to adjourn. **Motion** (Nelson/Jepsen) to adjourn. Chair Masters called for a voice vote on the motion to adjourn. **Motion** carried by unanimous voice vote. Meeting adjourned 1:31p.m.

Respectfully submitted,

Sharon Jorgenson  
County Clerk

**GENERAL GOVERNMENT COMMITTEE  
2019 WORK PLAN**

Date	Scheduled Agenda Items	Program Evaluation and Upcoming Issues
January	Finalize 2019 Work Plan	
February		
March		
April		
May		Consideration of County Board priorities in General Government
June	Financial Analysis Lime Quarry Financial Analysis – Recycling Center	
July	Annual reports Annual Audit Results Recycling Center Updates/Follow-up Update on MOU's	Governor's Budget and impact on government programs
August	Review and recommendations on fee schedule Funding of Outside Agencies Customer Service	
September	Annual budget review – County Board Budget development/recommendation  Capital Improvement Planning	
October	Annual budget and budget amendment recommendations	
November	Budget technical amendments	
December	Develop 2020 work plan	

Ongoing Work Plan Items

Paper Reduction/IT Developments and Innovation  
Government Center Security