



## MINUTES

### General Government Committee

County Board Room

Balsam Lake, WI 54810

10:00 a.m. Thursday, February 13, 2020

Meeting called to order by Vice Chair Arcand @ 10:05 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: Emil Norby, Highway Commissioner/Division Head; Malia Malone, Corporation Counsel; Vince Netherland, County Administrator; Darlene Kusmirek, Interim Human Resource Director; Parks Director, Ben Elfelt; Press; and Maggie Wickre, Finance Director.

#### Approval of Agenda

Vice Chair Arcand called for a motion to approve the agenda as published. **Motion** (Jepsen/Nelson) 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 December 12, 2019 meeting as published. **Motion** (Arcand/Jepsen) to approve the minutes. Vice Chair Arcand called for a voice vote on said motion. **Motion** to approve the minutes of the December 12, 2019 meeting was 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 a committee member.

**Update regarding Lime Quarry -The** Committee received information from Emil Norby, Highway Commissioner/Division Head regarding the business plan for the Lime Quarry and current business activities.

**Update regarding Positions** -The Committee received updates regarding the hiring of Information Technology (I.T.) Director and Deputy Administrator and Deputy Administrator from Administrator Vince Netherland. Administrator Netherland announced that during his absence, Corporation Counsel Malone will become temporary Deputy Administrator.

**Update on Fair Society MOU negotiations** -The Committee discussed this subject with the Highway Commissioner Emil Norby and Corporation Counsel Malia Malone. The Committee deferred the discussion on the details of the Fair Society MOU until a later date.

**Report and update and request for direction on the sale of Woodley Dam Property.** Highway Commissioner Emil Norby handed out information on the upcoming auction of the Woodley Dam Property approved by the Environmental Services Committee. Three parcels will be up for auction starting February 18th.

**Resolution 02-20 in Support of Polk County's Agreement to Pay Cost Share for the 2020-2022 Municipal Dam Grant Program – Atlas Dam** - Parks Director Ben Elfelt addressed this resolution and explained that they are applying for a DNR grant to repair the Atlas Dam with an estimated cost of \$100,000. The DNR grant requires the County to agree to the 50% cost share in the form of a resolution. **Motion** by (Nelson/Arcand) to send the resolution to County Board with no recommendation. **Motion** passed by unanimous voice vote.

**Discussion and possible action to set compensation of Elected County Officials** - Interim Human Resource Director Darlene Kusmirek and Administrator Vince Netherland addressed the Committee and proposed a salary increase over the next three years. This proposal will be the basis for the resolution that will be drafted for County Board's approval in the near future. Resolution will be drafted by Corporation Counsel Malone to reflect this recommendation for the salaries of the election positions of County Clerk, County Treasurer, and County Register of Deeds. **Motion** (Nelson/Jepsen) move resolution to County Board without recommendation. **Motion** and second withdrawn. It was suggested that the resolution language be changed to reflect the proposed salary increase by Human Resources and County Administration. **Motion** (Nelson/Jepsen) to send with recommendation to County Board.

**Update Recycling Survey analysis** - Highway Commissioner Emil Norby addressed the Committee on the results of the latest recycling survey. 849 responses. 92% were full time county residence, 5% seasonal, 2% not residents. Survey results are available from Commissioner Norby.

**Finalize 2020 Work Plan.** – It was decided that this work plan should be a work in progress, so leave on the agenda for March but eliminate the word Finalize.

Supervisor Jepsen asked the Committee to again address the auction of the Woodley Dam Property which was #10 on the agenda – **Report and update and request for direction on the sale of Woodley Dam Property.** **Motion** (Arcand/Nelson) for sale to be held off a minimum of a month to let Corporation Counsel analyze the sale of the proper sale of the Woodley Dam Property. **Motion** carried by voice vote.

**Identification of Subject Matters for Upcoming Meetings.** April meeting agenda item - Fair Society MOU.

**Next meeting:** Thursday, March 17, 2020 at 10:00 a.m.

**Items for next agenda:** Suggestion by Supervisor Nelson that an agenda items would be to develop a plan to support our parks and trails for Polk County upcoming budget process. Add agenda item Sale of Woodley Dam Property on General Government agenda and Environmental Services' next possible agenda.

## **Adjourn**

Vice Chair Arcand called for a motion to 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 11:57 a.m.

Respectfully submitted,

Maggie Wickre  
Finance Director



# POLK COUNTY, WISCONSIN

[WWW.CO.POLK.WI.US](http://WWW.CO.POLK.WI.US)

Lisa R. Ross, County Clerk

100 Polk Plaza, Suite 110, Balsam Lake, WI 54810

Phone: (715) 485-9226 | Fax: (715) 485-9104 | Email: CountyClerk@co.polk.wi.us

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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, February 13, 2020 at 10:00 a.m.

A quorum of the County Board may be present

1. Materials: December 12, 2019 Minutes, 2020 Work Plan Draft
  2. Call to order –Chair Masters
  3. Approval of Agenda
  4. Approval of Minutes for December 12, 2019
  5. Public Comment (3 minutes)
  6. Receipt of Information from Supervisors Not Seated as Committee Members
  7. Update Regarding Lime Quarry regarding notice communicating Lime Quarry hours and business information to the public.
  8. Update regarding positions of:
    - a. I.T. Director
    - b. Deputy Administrator
  9. Update on Fair Society MOU negotiations.

Pursuant to Wisconsin Statute 19.85(1)(e), the Committee may convene in closed session for the purposes of considering bargaining strategy between the County and the Fair Society regarding a Memorandum of Understanding. The Committee may come out of closed session to allow the Committee to seek information from any Fair Society representative that may attend the meeting. Subsequent, the Committee may return to closed session for further bargaining strategy discussions.
  10. Report and update and request for direction on the sale of Woodley Dam Property.
  11. Resolution 02-20 in Support of Polk County's Agreement to Pay Cost Share for the 2020-2022 Municipal Dam Grant Program – Atlas Dam
  12. Discussion and possible action to set compensation of Elected County Officials.
  13. Update Recycling Survey analysis
  14. Finalize 2020 Work Plan
  15. Identification of Subject Matters for Upcoming Meetings
  16. 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.



**MINUTES**  
**General Government Committee**  
County Board Room  
Balsam Lake, WI 54810  
10:00 a.m. Thursday, December 12, 2019

Meeting called to order by Chair Masters @ 10:01 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/Division Head; Malia Malone, Corporation Counsel; Vince Netherland, County Administrator; Supervisor Demulling; Tammy Peterson, Administrative Assistant; and Maggie Wickre, Finance Director.

**Approval of Agenda**

Chair Masters called for a motion to approve the agenda as published. **Motion** (Jepsen/Johansen) 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 November 7, 2019 meeting as published. **Motion** (Masters/Jepsen) to approve the minutes. Chair Masters called for a voice vote on said motion. **Motion** to approve the minutes of the November 7, 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 a committee member.

**Discussion Regarding Lime Quarry** – The committee received information from Emil Norby, Highway Commissioner/Division Head and engaged in discussion regarding the lime quarry. One bid was received from Kraemer Company for Class 5 \$3.84/ton, Ag lime \$10.79/ton with 15,000 tons of ag lime to be crushed by March 15, 2020 and a total of 30,000 tons of ag lime crushed for the first year. 2020 pricing was previously approved at \$8.50/ton for Class 5 and \$9.75/ton for Ag Lime. Since selling price is almost one dollar below cost for Ag Lime, the Environmental Services Committee will be addressing pricing. Committee received information regarding the business plan for the Lime Quarry.

**Discussion Regarding use of Laptops** – The committee discussed use of laptop computers in regard to achieving a paperless initiative. Many Supervisors are not actively using them.

Corporation Counsel Malone suggested that use of technology and computers by Supervisors could be added to the Rules of Order at the organizational meeting in April 2020.

The committee discussed recommendations regarding Resolution No. 50-19 on the agenda:

Resolution No. 50-19: Resolution to Fix Compensation of County Board Supervisors and Citizen Committee Members, Commencing April 2020 Term.

The committee received information from Corporation Counsel Malone regarding the wording in the Resolution regarding per diem and whether language should be changed to mirror how the Supervisors are actually being paid (which is per meeting at times instead of per diem). The option of utilizing salary based pay for Supervisors was discussed. Committee asked Corporation Counsel Malone and Administrator Netherland to come up with suggestions/options for Board compensation language for Resolution No. 50-19 for consideration at the County Board meeting on December 17, 2019.

**Motion** (Jepsen/Johansen) to move Resolution No. 50-19 without recommendation to the County Board. Chairman Masters called for a voice vote on said motion regarding Resolution No. 50-19.

**Motion** to move Resolution No. 50-19 without recommendation to the County Board carried by unanimous voice vote.

**Motion** (Jepsen/Johansen) to go into closed session pursuant to Wisconsin Statute Section 19.85(1)(e) at 11:15 a.m. for the purpose of deliberating or negotiating regarding selection of a firm for space needs analysis. Chair Masters called for a voice vote on the motion to go into closed session. **Motion** carried by unanimous voice vote. Corporation Counsel Malone was excused from the meeting.

**\*\*CLOSED SESSION\* -- 11:15 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: Sharon Jorgenson, County Clerk; Vince Netherland, County Administrator; Emil Norby, Highway Commissioner/Division Head; and Supervisor Demulling.

\*Reconvened in Open Session at 11:31 a.m.\*

The committee discussed 2020 Work Plan Development. Committee engaged in discussion regarding Work Plan and updates for Deputy Administrator and IT Positions. Committee engaged in discussion regarding past practice of not holding February committee meetings.

Next meeting: Thursday, January 9, 2019 at 10:00 a.m.

Items for next agenda:

January or February: Report regarding public notice/communication updating the public as to Lime Quarry hours and business information, etc.

Early 2020 agenda: Updates regarding positions of IT Director/Deputy Administrator

May 2020: Laptop follow-up/paperless initiative

**Adjourn**

Chair Masters called for a motion to adjourn. **Motion** (Johansen/Jepsen) to adjourn. Chair Masters called for a voice vote on the motion to adjourn. **Motion** carried by unanimous voice vote.  
Meeting adjourned 11:32 p.m.

Respectfully submitted,

Sharon Jorgenson  
County Clerk

Resolution No. 02-20

Resolution in Support of Polk County's Agreement to Pay Cost Share for the 2020-2022  
Municipal Dam Grant Program-Atlas Dam

**TO THE HONORABLE CHAIRPERSON AND SUPERVISORS OF THE COUNTY  
BOARD OF THE COUNTY OF POLK:**

**Ladies and Gentlemen:**

1 WHEREAS, as the owner of the Atlas Feed Mill dam, Polk County is responsible for the safe  
2 operation and maintenance of the dam.

3

4 WHEREAS, the Atlas Feed Mill Dam is a large, significant hazard dam based on a Dam  
5 Failure Analysis approved by the WIDNR in 1994.

6

7 WHEREAS, an Emergency Action Plan and Inspection, Operation and Maintenance Plan  
8 was approved by the WIDNR in 2014. The Atlas Feed Dam was last inspected in 2019.

9

10 WHEREAS, The Wisconsin Department of Natural Resources (WIDNR) evaluated the  
11 current inspection and dam failure analysis prepared by the Polk County engineer. The  
12 WIDNR sent Polk County a letter of concurrence outlining necessary repairs and a  
13 timeline for completion by 2022.

14

15 WHEREAS, the repairs outlined in the letter of concurrence from the WIDNR are dated as  
16 such: Concrete 01/01/2022, Staff Gage 06/01/2020, and Embankment 01/01/2012.

17

18 WHEREAS, the WIDNR administers a grant to assist with costs associated with repair or  
19 removal of dams. The Municipal Dam Grant runs on a two year cycle and if awarded will  
20 cost share 50 percent (50%) of the project costs.

21

22 WHEREAS, the grant application deadline is February 28, 2020. If the grant is not applied  
23 for in 2020, the County will forfeit cost sharing opportunities provide by the grant.

24

25 WHEREAS, Polk County owns the Atlas Feed Mill dam and requests financial assistance  
26 under s.31.385 and s. 227.11 Wis. Stats., and ch. NR 335, Wis. Adm. Code, for the purpose  
27 of dam repair.

28

29 WHEREAS, the state share for such a project may not exceed 50 percent (50%) of the first  
30 \$400,000.00 of total eligible project costs nor 25 percent (25%) of the next \$800,00.00 of  
31 total eligible project costs;

32

33 WHEREAS, the estimated project costs according to SEH Engineering are roughly  
34 \$100,000.00 and the estimated cost to Polk County will be \$50,000.00.

35

36 NOW, THEREFORE, BE IT RESOLVED, that Polk County Board of Supervisors approves  
37 the application to the WIDNR for Municipal Dam Grant and agrees to pay share of the

38 eligible costs which is equal to the total project cost minus the state share should this grant be  
39 awarded in 2021 .

BY: \_\_\_\_\_  
Brad Olson, Supervisor, District #1  
\_\_\_\_\_  
Doug Route, Supervisor, District #2  
\_\_\_\_\_  
Dean Johansen, Chair,  
Supervisor, District #3,  
\_\_\_\_\_  
Chris Nelson, Supervisor, District #4  
\_\_\_\_\_  
Tracy LaBlanc, Supervisor, District #5  
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Brian Masters, Supervisor, District #6  
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Michael Prichard, Supervisor, District #7

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James Edgell, Supervisor, District #8  
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Kim O'Connell, Supervisor, District #9  
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Larry Jepsen, Supervisor, District #10  
\_\_\_\_\_  
Jay Luke, 1<sup>st</sup> Vice Chair,  
Supervisor, District #11  
\_\_\_\_\_  
Michael Larsen, Supervisor, District #12  
\_\_\_\_\_  
Russell Arcand, Supervisor, District #13  
\_\_\_\_\_  
John Bonneprise, 2<sup>nd</sup> Vice Chair,  
Supervisor, District #14  
\_\_\_\_\_  
Joe Demulling, Supervisor, District #15

*County Administrator's Note:*  
Recommended.

\_\_\_\_\_  
Vince Netherland  
Polk County Administrator

*Fiscal Impact Note:*  
*Environmental Services Division is applying for this DNR grant. If awarded, there would be budgeted an estimated \$50,000 as a match to the grant for improvements on the Atlas Dam.*

\_\_\_\_\_  
Maggie Wickre, Finance Director

Approved as to Form and Execution:

\_\_\_\_\_  
Malva Malone

Malia Malone, Polk County Corporation Counsel

*Legal Impact Note:*

This Resolution is a condition precedent for the grant funding and indicates a policy intention on providing the matching funds in future budgets.

Excerpt of Minutes

40 At its regular business meeting on the \_\_\_\_ of \_\_\_\_\_ 2020, the Polk County  
41 Board of Supervisors acted upon Resolution No. \_\_\_\_-20: Resolution  
42 \_\_\_\_\_  
43 \_\_\_\_\_  
44 \_\_\_\_\_

- Adopted by a majority of the members present by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ against.
- Adopted by unanimous voice vote.
- Adopted as amended. See Below.
- Defeated
- Other:  
\_\_\_\_\_

Insert amendment to resolution according to minutes:

SIGNED BY:

ATTEST:

\_\_\_\_\_  
Dean Johansen, County Board Chairperson

\_\_\_\_\_  
Lisa Ross, County Clerk

Executive Summary

The Wisconsin Department of Natural Resources (WIDNR) evaluated the current inspection and dam failure analysis prepared by Scott Geddes, formally Polk County engineer. The WIDNR sent Polk County a letter of concurrence outlining necessary repairs and a timeline for completion. This Resolution demonstrates agreement to pay the county cost share of 50 percent (50%) of the total project costs for the Atlas Feed Mill Dam repair. Applications for this grant are only accepted every two years. If successful in procuring the grant, funding from the State of Wisconsin will be available in 2021. The Municipal Dam grant would be used to fund engineering and construction costs incurred in the repair of the dam. Failure to fix the three deficient items may result in a

mandatory draw down similar to what happened to the Kennedy Dam. The Resolution would increase the likelihood that Polk County would be awarded the grant as it is part of the application materials.

**GENERAL GOVERNMENT COMMITTEE  
2020 WORK PLAN**

Date	Scheduled Agenda Items	Program Evaluation and Upcoming Issues
January	<ul style="list-style-type: none"> <li>▪ Finalize 2020 Work Plan</li> </ul>	<ul style="list-style-type: none"> <li>▪ Updates regarding hiring for Deputy Administrator positions.</li> <li>▪ Updates regarding hiring for I.T. Director/Consultant position.</li> </ul>
February		
March	<ul style="list-style-type: none"> <li>▪ Recycling Center Update, Res. No. 37-19</li> </ul>	
April		
May		<ul style="list-style-type: none"> <li>▪ Consideration of County Board priorities in General Government</li> <li>▪ I.T. Developments, Laptop follow-up/paperless initiative</li> </ul>
June		
July	<ul style="list-style-type: none"> <li>▪ Annual reports</li> <li>▪ Annual Audit Results</li> </ul>	<ul style="list-style-type: none"> <li>▪ Governor’s Budget and impact on government programs</li> </ul>
August	<ul style="list-style-type: none"> <li>▪ Review and recommendations on fee schedule</li> </ul>	
September	<ul style="list-style-type: none"> <li>▪ Annual budget review – County Board Budget development/recommendation</li> <li>▪ Capital Improvement Planning</li> </ul>	
October	<ul style="list-style-type: none"> <li>▪ Annual budget and budget amendment recommendations</li> </ul>	
November	<ul style="list-style-type: none"> <li>▪ Budget technical amendments</li> </ul>	
December	<ul style="list-style-type: none"> <li>▪ Develop 2021 work plan</li> </ul>	

**Possible 2020 Work Plan Topics**

- Review of Lime Quarry
- Government Center security
- Customer Service
- Procedures & Policy regarding reviews MOU’s and funding of outside agencies

