



POLK COUNTY, WISCONSIN

WWW.CO.POLK.WI.US

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

AMENDED AGENDA AND NOTICE OF MEETING

General Government Committee

Thursday, June 11, 2020 at 10:00 a.m.

A quorum of the County Board may be present

Virtual, Open Meeting via Webex Video Conference or Phone

Amendments:

- ¹ Subject Matters added, revised or struck by Amended Notice of Meeting

Webex Virtual Meeting Info:

Meeting Number (access code): **962 901 662**

Password: **GGmeeting**

- Join Online: <https://polkwi.webex.com>
- Join by Phone: 1-408-418-9388

Materials: May 14, 2020 Minutes, 2020 Work Plan; Draft of Resolution 18-20: To Create Parks and Trails Advisory Group;

- ¹ Resolution 19-20: To Increase Purchasing Levels in Financial Policy Section of General Code

1. Call to order
2. Approval of Agenda
3. Approval of Minutes for May 14, 2020
4. Disclosure of Committee Member Conflicts of Interest regarding matters noticed on this agenda
5. ~~Public Comment (3 minutes)~~ - *Because of the nature of this virtual meeting, there will not be an option for public comment; however, members of the public who would like to make a written comment prior to the meeting may email their comments to: countyclerk@co.polk.wi.us You may also mail in comments to the topics, however they may not be received and provided to the Supervisors by the date of the meeting.*
The mailing address is: Polk County Government Center
100 Polk Plaza, Ste. 110
Balsam Lake, WI 54810
6. Receipt of Information from Supervisors Not Seated as Committee Members
7. Recycling Center Update and Rewrite of Resolution 37-19
8. Space Analysis Update
9. Update on Sale of Woodley Dam Property
10. COVID-19 Budget Update
11. Discussion regarding laptops/paperless initiative
12. Discussion and Possible Action regarding Resolution No. 18-20: Resolution to Create Parks and Trails Advisory Group
13. ¹ Discussion and Possible Action regarding Resolution No. 19-20: Resolution to Increase Purchasing Levels in Financial Policy Section of General Code
14. Lime Quarry
 - a. Financial Update
 - b. Discussion and possible action concerning future operations at Polk County Lime Quarry
15. Update and Discussion Regarding Viresco (formerly Green Whey)
The Committee may convene in closed session on matters noticed under #14 and #15 as follows:

****Closed Session****

The Committee may convene in closed session pursuant to Wisconsin Statute 19.85(1)(e), for the purpose of deliberating or negotiating specified public business for competitive or bargaining reasons.

The Committee may convene in closed session pursuant to Wis. Stat. 19.85(1)(e) for conducting specified public business that has competitive or bargaining reasons that require a closed session. Specifically, Viresco (formerly Green Whey).

16. Review and Update 2020 Work Plan
17. Identification of Subject Matters for Upcoming Meetings
18. Adjourn

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.



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POLK COUNTY, WISCONSIN

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MINUTES OF THE GENERAL GOVERNMENT COMMITTEE

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

10:00 a.m. Thursday, May 14, 2020

This meeting was available for viewing through Webex videoconference and teleconference

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

Committee Members Present:

Attendee Name	Title	Status
Brian Masters	Chair	Present
Russ Arcand	Vice Chair	Present
Fran Duncanson	Supervisor	Present
Michael Prichard	Supervisor	Present
Chris Nelson	Supervisor	Present

Also present: Lisa Ross, County Clerk; Emil Norby, Highway Commissioner/Division Head; Malia Malone, Corporation Counsel; Vince Netherland, County Administrator; and Chad Roberts, General Government Division Director; County Treasurer, Amanda Nissen; and two members of the Polk County Fair Society.

Approval of Agenda

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

Approval of Minutes

Chair Masters called for a motion to approve the minutes of the March 12, 2020 meeting as published. **Motion** (Masters/Arcand) to approve the minutes. Chair Masters called for a voice vote on said motion. **Motion** to approve the minutes of the March 12, 2020 meeting carried by unanimous voice vote.

Election of Committee Officers- Nominated for **Committee Chair** was Supervisor Russ Arcand. Chair Masters asked if there were any additional nominations. Nominations declared closed. By unanimous voice vote, Supervisor Arcand was elected Chair. Nominated for **Committee Vice Chair** was Supervisor Brian Masters. Chairman Arcand asked if there were any additional nominations. Nominations declared closed. By unanimous voice Supervisor Masters was elected Vice Chair.

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.

Public Safety & Public Works Division Director Emil Norby presented information and Power Point Presentation to the Committee regarding the Recycling Center analysis.

Administrator Netherland and General Government Division Director Roberts provided the committee with information and updates regarding COVID-19 budget. Updates on COVID-19 budget to be added as a standing agenda item.

Chair Arcand called for a change in agenda to allow Fair Society Committee representatives to take the floor and address the topic of Agenda Item #12 the Memorandum of Understanding (MOU) between Polk County and Polk County Fair Society. Fair Society requests a meeting with their accountant, committee

member Tracy LaBlanc and General Government Division Director Chad Roberts. Fair Society also requests a seat at the table when their current MOU is reviewed and rewritten.

Administrator Netherland and Supervisor Nelson provided the committee with information and update regarding planning in order to support our parks and trails.

Public Safety & Public Works Division Director, Emil Norby provided the committee with information and update regarding building security/remodel update. Division Director Norby has a meeting scheduled with Wold Associates. Updates on building security and remodel to be added as a standing agenda item.

Chair Arcand called for a motion to bring to the floor to discussion **Resolution 14-20: Resolution Authorizing Taxation Districts to Waive Interest and Penalties on Property Tax Payment Installments. Motion** (Masters/Duncanson) to bring Resolution 14-20 the floor for discussion and possible action. **Motion** passed by unanimous voice vote. Administrator Netherland, General Government Division Director Chad Roberts and Treasurer Amanda Nissen provided reports and information regarding Resolution 14-20 to the Committee. Discussion. Chairman Arcand called for a motion to move Resolution 14-20 to the County Board either with or without a recommendation. **Motion** (Masters/Arcand) to move **Resolution 14-20: Resolution Authorizing Taxation Districts to Waive Interest and Penalties on Property Tax Payment Installments to the County Board with a neutral position on recommendation for passage.** Chairman Arcand called for voice vote on motion. **Motion** passed by unanimous roll call vote.

Chairman Arcand called for a motion to convene in closed session as noticed on the agenda. **Motion** (Masters/Duncanson) to convene in closed session. Chairman Arcand called for a roll call vote on Motion. **Motion** to convene in closed session carried by unanimous roll vote.

**** Closed Session 12:10 p.m.** (Minutes separate and under seal)**

Members present for the closed session included Committee Members: Brian Masters, Russ Arcand, Michael Prichard, Fran Duncanson, and Chris Nelson. Also present: Lisa Ross, County Clerk; Vince Netherland, County Administrator; Emil Norby, Public Safety & Public Works Division Head; Chad Roberts, General Government Division Director and Amanda Nissen, County Treasurer.

*Reconvened in Open Session at 12:40 p.m.

Next meeting: Thursday, June 11, 2020 at 10:00 a.m.

Items for next agenda: Recycling Center Update and Rewrite of old Recycling Ordinance, Lime Quarry Financial Update, Update on sale of Woodley Dam Property, Discussion regarding Laptops/paperless initiative, **Standing agenda items:** COVID-19 Budget Update, Space Analysis Update

Adjourn

Chair Arcand called for a motion to adjourn. **Motion** (Masters/Nelson) to adjourn. Chair Masters called for a voice vote on the motion to adjourn. **Motion** carried by unanimous voice vote. Meeting adjourned 12:42 p.m.

Respectfully submitted,

Lisa R. Ross
County Clerk

GENERAL GOVERNMENT COMMITTEE

2020 WORK PLAN

Date	Scheduled Agenda Items	Program Evaluation and Upcoming Issues
January	<ul style="list-style-type: none"> ▪ Finalize 2020 Work Plan 	<ul style="list-style-type: none"> ▪ Updates regarding hiring for Deputy Administrator positions. ▪ Updates regarding hiring for I.T. Director/Consultant position.
February		
March	<ul style="list-style-type: none"> ▪ Recycling Center Update, Res. No. 37-19 ▪ Sale of Woodley Dam Property ▪ Discussion on future budget to support County Parks & Trails 	
April	<ul style="list-style-type: none"> ▪ Fair Society MOU 	
May		<ul style="list-style-type: none"> ▪ I.T. Developments, Laptop follow-up/paperless initiative
June	<ul style="list-style-type: none"> ▪ Lime Quarry Finance Update ▪ Laptop follow-up/paperless initiative ▪ Sale of Woodley Dam Property ▪ Recycling Center Report & Update and Rewrite of Recycling Center Resolution No. 37-19 	Review of 2020 Operating and Capital Budget Book, Scheduling of Program Reviews, Discussion Regarding Strategic Planning, Discussion and Identification of Priorities
July	<ul style="list-style-type: none"> ▪ Annual reports ▪ Annual Audit Results 	<ul style="list-style-type: none"> ▪ Consideration of County Board priorities in General Government ▪ Governor’s Budget and impact on government programs
August	<ul style="list-style-type: none"> ▪ Review and recommendations on fee schedule 	
September	<ul style="list-style-type: none"> ▪ Annual budget review – County Board Budget development/recommendation ▪ Capital Improvement Planning 	
October	<ul style="list-style-type: none"> ▪ Annual budget and budget amendment recommendations 	
November	<ul style="list-style-type: none"> ▪ Budget technical amendments 	
December	<ul style="list-style-type: none"> ▪ Develop 2021 work plan 	

2020 Work Plan Topics

- Review of Lime Quarry
- Government Center security
- Customer Service
- Procedures & Policy regarding reviews MOU’s and funding of outside agencies
- Fair Society MOU
- **Standing Agenda Items:** Update on Space Analysis, COVID-19 Budget Update

ROLL CALL Board Members	Aye	Nay	Exc.
Olson			
Route			
Warndahl			
Nelson (Chairperson)			
LaBlanc			
Masters			
Prichard			
O'Connell			
Middleton			
Luke (2 nd Vice Chair)			
Duncanson			
Arcand			
Bonneprise (Vice Chair)			
Demulling			

Resolution No. 18-20

RESOLUTION TO CREATE PARKS AND TRAILS ADVISORY GROUP

TO THE POLK COUNTY BOARD OF SUPERVISORS:

WHEREAS, the Polk County Board of Supervisors has the authority to appoint committees made up of members of the board or electors of the county, or both, to research topics and provide recommendations; and

WHEREAS, Polk County owns seven (7) parks, maintains over 400 miles of trails and trail-based recreational activity that has increased over time; and

WHEREAS, investment in Recreation/Tourism/Parks was ranked as the 2nd highest priority by the County Board of Supervisors and included in the 2020 Budget Allocation (table 2); and

WHEREAS, currently, there are established trail user groups that represent activities such as: ATV/UTV, bicycling, cross country skiing, equestrian, hiking/walking/running, camping, and snowmobiling; and

WHEREAS, there is a need to establish and build relationships with trail and park user stakeholder groups; and

WHEREAS, there is a need to better understand the recreational needs and build collaborations with other government entities (Cities, Villages, Towns and School Districts); and

WHEREAS, Polk County desires input and collaboration from all user groups and all government entities on future recreational development that will promote economic development and tourism; and

WHEREAS, the operations, maintenance, and future development of Polk County Parks/Trails would benefit from direct input from trail user stakeholder groups and local municipalities; and

WHEREAS, opportunities exist to leverage additional recreational funding toward trail and park planning; and

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BOARD ACTION

Vote Required: Majority Vote of a Quorum

Motion to Approve Adopted

1st _____ Defeated

2nd _____

Yes: _____ No: _____ Exc: _____

Reviewed by:

Malya T. Malone, Corp. Counsel

Reviewed by:

Michael A. ..., Administrator

Reviewed by:

..., Finance

FISCAL & LEGAL IMPACT:

Certification:

I, Lisa Ross, Clerk of Polk County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the ___ day of _____, 2020 by the Polk County Board of Supervisors.

Lisa Ross
County Clerk, Polk County

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WHEREAS, Polk County needs to ensure that all recreation demands are being addressed and that its residents and visitors are being adequately served by quality recreation facilities: and

WHEREAS, Polk County businesses rely on recreational opportunities and amenities to stay competitive in recruitment and retention of employees; and

WHEREAS, the recreational amenities in Polk County have a competitive advantage over neighboring counties such as: St. Croix and Chisago Counties (MN); and

WHEREAS, Polk County has the opportunity to develop and enhance recreational amenities by utilizing techniques such as: trail interlinks, corridor development, easement acquisition, contingent on long range planning; and

WHEREAS, County staff, the Trail Advisory Group (TAG), in collaboration with a professional consultant, will develop a comprehensive parks and trail recreational plan; with an initial estimated project cost of \$50,000.00. Hence, the cost to Polk County will be \$50,000.00.

NOW, THEREFORE, BE IT RESOLVED, that the Polk County Board of Supervisors does authorize the creation of a Trails Advisory Group, as described below:

1. Membership and Appointments.
 - a. This group shall have two (2) County Board Supervisors appointed by County Administrator for the term of two (2) years and shall be non-voting members of the group; and
 - b. One of the County Board Supervisors will serve as chairperson and the other County Supervisor will serve as vice-chair
 - c. This group shall have one (1) representative of nominated by trail stakeholder user group. Initial appointments shall be provided by the stakeholder groups and approved by County Administrator. Each stakeholder member shall be a voting member of the group; and
 - d. In addition, the initial appointments, half shall be for one-year terms, the other half for two-

86 year terms. Thereafter, the appointments to the
87 group shall be for two-year terms.

88

- 89 2. Duties. The group shall have the following duties:
- 90 a. Serve as the steering committee for the
91 development of the comprehensive parks and
92 trail recreational plan.
- 93 b. Review and provide recommendations on the
94 annual operations and maintenance of the Polk
95 County parks and trails.
- 96 c. Review, research, and provide
97 recommendations on park and trail-based
98 issues posed by the Environmental Services
99 Committee.
- 100 d. Review, research, and provide
101 recommendation to full County Board of
102 Supervisors on future outdoor recreation
103 opportunities.
- 104 e. Will serve as the main advisory group to the full
105 County Board or ES Committee when
106 approached for trail and park related activities
107 and development.

108

- 109 3. Meetings and Agendas.
- 110 a. The group shall meet monthly, or more often,
111 as needed.
- 112 b. The Polk County Parks and Trails Coordinator
113 will attend said meetings, act as liaison for the
114 ESC, take and distribute meeting minutes and,
115 along with other staff, run the meeting.
- 116 c. Agenda are organized by the Parks and Trails
117 Coordinator through suggestions from ESC,
118 TAG Members/Chairperson(s), Environmental
119 Services Director, and the County
120 Administrator.

121 **BE IT FURTHER RESOLVED**, that the Polk County Board of
122 Supervisors does agree to pay its share of the eligible costs for a
123 professional consultant for development of the plan, as outlined
124 above.

SUBMITTED BY:


Amy Middleton by J. Ross 6/4/202

Resolution No. 19-20

Resolution to Increase Purchasing Levels in
Financial Policy Section of General Code

ROLL CALL Board Members	Aye	Nay	Exc.
Olson			
Route			
Warndahl			
Nelson (Chairperson)			
LaBlanc			
Masters			
Prichard			
O'Connell			
Middleton			
Luke (2 nd Vice Chair)			
Duncanson			
Arcand			
Bonneprise (Vice Chair)			
Demulling			

BOARD ACTION

Vote Required: Majority Vote of a Quorum

Motion to Approve Adopted

1st _____ Defeated

2nd _____

Yes: _____ No: _____ Exc: _____

Reviewed by:
M. F. Malone, Corp. Counsel

Reviewed by:
[Signature], Administrator

Reviewed by:
[Signature], Finance

FISCAL & LEGAL IMPACT:
This resolution does not create any fiscal impact to the County. It is merely an amendment to the existing purchasing policies.

This resolution has no legal impact other than modifying County policies.

Certification:

I, Lisa Ross, Clerk of Polk County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the ___ day of ____, 2020 by the Polk County Board of Supervisors.

Lisa Ross
County Clerk, Polk County

1 **TO THE POLK COUNTY BOARD OF SUPERVISORS:**

2

3 **WHEREAS**,; Polk County Board of Supervisors adopted the Financial Section
4 of General Code on March 15, 2016 which included the 5.1 Budget Preparation
5 and Execution Subsection and 5.2 Purchasing Subsection

6

7 **WHEREAS**,; each subsection of the General Code adopted defines the
8 administration and requirements for budget and purchasing for Polk County
9 Divisions.

10

11 **WHEREAS**,; the adoption of this policy serves as the guidance for
12 procurement in all Polk County Divisions and Departments and this guidance
13 assures that a uniform competitive process has been implemented and used for
14 all goods and services purchased with Polk County funds.

15

16 **WHEREAS**,; these guidelines were developed in 2016 to mirror the anticipated
17 Uniform Guidance Rules proposed by the Federal Government for federal grant
18 spending. The Office of Federal Financial Management issued a memorandum
19 in June, 2018 changing the micro-purchasing guideline from \$3,500 to \$10,000.

20

21 **WHEREAS**,; the purchasing levels in this Financial Code subchapter 5.2:
22 Purchasing, Section 4: Standard procurement procedure, subsections are as
23 follows:

- 24
- 25 4.05 Orders less than \$3,000 – standard purchasing,
 - 26 4.06 Orders greater than or equal to \$3,000 and less than \$7,500 - informal
 - 27 bids
 - 28 4.07 Orders greater than \$7,500 and less than \$15,000 – formal bids
 - 29 4.08 Orders greater than or equal to \$15,000 RFP

30

31 **THEREFORE**,; the Department of Administration recommends these
32 purchasing levels and subsequent requirements for bidding be adjusted to:

- 33
- 34 4.05 Orders less than \$10,000 - standard purchasing
 - 35 4.06 Orders greater than or equal to \$10,000 and less than \$25,000 – informal
 - 36 bids
 - 37 4.07 Orders greater than \$25,000 and less than \$50,000 – formal bids
 - 38 4.08 Orders greater than or equal to \$50,000 – RFP

39

40 **THEREFORE**,; likewise section 2: considerations in purchasing. 2.03
41 Contracting authority: contracts over \$50,000 would now be approved by the
42 County Administrator.

43

44 **BE IT FURTHER RESOLVED**,; the Financial Sections of General Code
45 approved March 15, 2016 will be adjusted to reflect only the dollar level in
46 purchase in subchapter 5.2: Purchasing, Section 4 : Standard procurement
47 procedure, subsections 4.05 - 4.08.

48

49 **SUBMITTED BY:** _____