



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

Minutes of the Regular Meeting of the Board of Supervisors
Tuesday, June 16, 2020

This meeting was available for viewing through Webex videoconference and teleconference

Chairman Nelson called the June 16, 2020 special session via Webex video conference of the Polk County Board of Supervisors to order at 6:00 p.m.

Chairman Nelson recognized the County Clerk for purposes of receiving evidence of proper notice. The County Clerk stated that the notice of meeting was properly posted in the Government Center Building, posted on the County website, and was distributed to Supervisors and media contacts on Thursday June 4, 2020 at 6:35 p.m. The notice and agenda was also published in a legal newspaper the week of June 8, 2020. The Amended Agenda was posted in the Government Center, posted on the County website, and copies of such notice of meeting distributed to the Supervisors and media via email or mail on Saturday June 13, 2020. In accordance with Wisconsin Statute Section 985.02 and with Article 3, Section 2 of the County Board Rules of Order.

The County Board received opinion from Corporation Counsel Malone that the initial advance written notice, posted and published as described by the Clerk satisfied the applicable provision of Wisconsin Open Meetings Law and the applicable procedural provisions of the Polk County Board Rules of Order.

Chairman Nelson recognized the County Clerk for purposes of taking roll call. All fourteen County Board Supervisors were present representing a quorum. Chairman Nelson and Supervisors: Doug Route, Chris Nelson, Tracy LaBlanc, Brian Masters, Kim O'Connell, Steve Warndahl, Amy Middleton, Jay Luke, Fran Duncanson, Russ Arcand, John Bonneprise and Joe Demulling were present at the government center. Supervisors: Michael Prichard joined the meeting via Webex at 6:05 p.m.

Chairman Nelson called upon Jim Edgell's son to lead the County Board in the Pledge of Allegiance for tonight's meeting. Chairman Nelson called for a moment of silence in remembrance of County Board Supervisor, Jim Edgell, who passed away on June 3, 2020.

Time was given for Committee Members to disclose any conflicts of interest regarding matters noticed on the agenda. No conflicts of interest were stated.

Chairman Nelson called to the floor consideration and approval of the amended agenda. **Motion** (Luke/Warndahl) to adopt the amended agenda. Chairman Nelson called for a voice

vote on the motion to adopt the amended agenda as published. **Motion** carried by unanimous voice vote.

Chairman Nelson called to the floor for approval of the Consent Agenda. **Motion** (Masters/LaBlanc) to adopt the Consent Agenda as noticed. Chairman Nelson called for a voice vote on the motion to adopt the Consent Agenda. Matters adopted under the Consent Agenda: Minutes from May 19, 2020 County Board session adopted as published. Administrator Netherland addressed the board with regard to the process for public comment. An additional conference room is reserved on the second floor of the government center to accommodate safe social distancing, public can also call in or email or mail in written comments as well. Time was given for public comment. Two public comments regarding Concentrated Animal Feeding Operations (CAFO's) were received by County Board.

Time was given for the County Board Chairperson's report. Chairman Nelson provided information regarding a virtual WCA (Wisconsin Counties Association) regarding minutes, closed sessions, walking quorums and agendas.

Time was given for Supervisor's reports regarding outside meetings attended. Supervisors Route attended the Bone lake management meeting – they have postponed their voting on their annual meeting. The July 7th meeting of Public Safety & Public Works starts at 12:00 p.m. at the Justice Center supervisors are encouraged to participate and tour the jail and dispatch facilities. Supervisor Duncason attended the Apple River Protection & Rehabilitation District meeting – a grant was received from the DNR for the purpose of keeping the water clean. Supervisor Warndahl announced he and Supervisor Bonneprise attended the Fair Society meeting – the 2020 Polk County Fair is cancelled.

Administrator Netherland addressed the board with the Administrator's Report. Update regarding the County's COVID-19 numbers, the County's re-opening plan and the changes made in the county buildings and offices, and county finance update pertaining to COVID-19, the audit is late this year due to COVID-19, Annual Reports expected to be done in August, courts are being re-opened for jury and in-person trials, Community Services Division received a grant for their ~~in the~~ Birth to 3 program. Tonya Eichel, director of Community Services Division, addressed the board and provided handouts regarding COVID-19 counts.

Chairman Nelson announced John Bonneprise was appointed to the Polk County Housing Authority to fill Supervisor Edgell's vacant spot. County Administrator Netherland announced the appointment of Brian Johnson as a first alternate to the Board of Adjustment Committee effective June 1, 2020 for a 3-year term ending in 2023. **Motion** (Masters/Luke) to approve appointments of John Bonneprise to Polk County Housing Authority and Brian Johnson as first alternate to the Board of Adjustment. **Motion** carried by unanimous voice vote.

Bob Kazmierski, Environmental Services Division Director, presented the board with update and report on Resolution No. 03-20: Resolution Extending Moratorium on Swine Concentrated Animal Feeding Operations (CAFO). The full report is available for viewing on the Polk County

website: https://www.co.polk.wi.us/vertical/Sites/%7BA1D2EAAA-7A29-46D6-BF1A-12B71F23A6E1%7D/uploads/CAFO_REPORT_REVISIED_060120.pdf

Chairman Nelson called for a motion to bring three Resolutions, No's: 15-20, 16-20 and 17-20 to the floor. **Motion** (Luke/LaBlanc) to approve three Resolutions: **Resolution No. 15-20:** Accepting the Donation by Robert C. Brown Jr. of Drone to Sheriff's Department., **Resolution No. 16-20:** Accepting the Donation from CJCC 501(C)(3) for the Purchase of Technology for Sheriff's Office Jail Programs and **Resolution No. 17-20:** Accepting the Donation from Northern Pines Mounted Search and Rescue. Chairman Nelson called upon Sheriff Waak to provide information regarding the resolutions and donations to the Sheriff's Department. The board engaged in discussion regarding the resolutions. Chairman Nelson called for a voice vote on the motion to adopt Resolutions: No. 15, No. 16-20 and No. 17-20. **Motion** carried by unanimous voice vote. **Resolution No. 15-20:** Accepting the Donation by Robert C. Brown Jr. of Drone to Sheriff's Department., **Resolution No. 16-20:** Accepting the Donation from CJCC 501(C)(3) for the Purchase of Technology for Sheriff's Office Jail Programs and **Resolution No. 17-20:** Accepting the Donation from Northern Pines Mounted Search and Rescue adopted.

Sheriff Waak stated that Don Burrows has been appointed as the new Deputy Sheriff.

Chairman Nelson called to the floor **Resolution No. 18-20:** Resolution to Create Parks and Trails Advisory Group (TAG). **Motion** (Duncanson/Masters) to adopt Resolution 18-20. Chairman Nelson called upon Environmental Services Director Kazmierski to provide information to the board regarding the resolution. **Motion** (Middleton/Masters) to amend Resolution to change 1.c.starting at line #78 to read: "This group shall have one representative of each stakeholder group not to exceed 15 members. Initial appointments shall be received through an application process and approved by the County Administrator. Each stakeholder member shall be a voting member of the group; and". Chairman Nelson called for a voice vote on motion. **Motion** to amend Resolution 18-20 passed by unanimous voice vote. **Motion** (Prichard/Duncanson) to make a second amendment to Resolution 18-20 at line 33 after the word promote to add verbiage, "health, quality of life," to read "recreational development that will promote" health, quality of life, economic development and tourism; and". Chairman Nelson called for a voice vote on amendment #2. **Motion** to amend resolution 18-20 passed by unanimous voice vote. The board engaged in discussion regarding resolution. Kazmierski discussed the advertisement requesting applications of citizen members and groups to apply to be a part of the TAG group. Chairman Nelson called for a voice vote on the motion to adopt Resolution No. 18-20 as amended. **Motion** carried by unanimous voice vote.

Chairman Nelson called to the floor **Resolution No. 19-20:** Resolution to Increase Purchasing Levels in Financial Policy Section of General Code. **Motion** (Masters/LaBlanc) to adopt Resolution 19-20. Chairman Nelson called upon Administrator Netherland for information regarding the resolution. Discussion. Chairman Nelson called for a voice vote on the motion to adopt Resolution No. 19-20. **Motion** carried by unanimous voice vote. **Resolution No. 19-20:** Resolution to Increase Purchasing Levels in Financial Policy Section of General Code adopted.

Administrator Netherland provided the board with an update on his investigation of options for saving the Clam Falls Dam as per Resolution 07-20. Administrator has spoken to several organizations investigating options. Local, State Legislators, Patty Schachtner and Gae Magnafici who have expressed support in an earmark for next year's state budget. Northwest Electric (NWE) has submitted a permit to DNR to start the process of removing water of the dam. Administrator Netherland spoke with the NWE board regarding the earmark and regarding the possibility of withdrawing the permit from the DNR until that time. Investigation has now turned to looking for options/groups to take ownership and/or assist in funding the \$30,000/year liability insurance on the dam for the next year.

Time was given for Supervisors announcements. One announcement was offered by Supervisor Demulling.

Chairman Nelson called for a motion to adjourn. **Motion** (Bonneprise/Masters) to adjourn. Chairman Nelson called for a voice vote on the motion to adjourn. **Motion** to adjourn carried by unanimous voice vote. Chairman Nelson declared meeting adjourned 7:45 p.m.

Next Meeting: 6:00 p.m., Tuesday, July 21, 2020

Respectfully submitted,

Lisa R. Ross, Polk County Clerk



POLK COUNTY, WISCONSIN

WWW.CO.POLK.WI.US

***AMENDED* Notice of Added Special Meeting and Agenda Polk County Board of Supervisors Tuesday, June 16, 2020**

****Supervisors' County Priority Setting Workshop 3:00 p.m.**

Regular Business Meeting of the Polk County Board of Supervisors 6:00 p.m.

Virtual, Open Meeting via Webex Video Conference or Phone

Amendments: ¹ Matters Added, Revised or Struck by Initial Amended Notice of Meeting

Webex Virtual Meeting Info:

Meeting Number (access code): **146 563 9399**

Password: **PCboard**

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

**** From 3:00 – 5:00 p.m., members of the County Board will meet for a County Priority Setting Workshop. No Action will be taken by the Board during the Workshop. The business meeting of the County Board of Supervisors will convene at 6:00 p.m.**

Order of Business:

1. Call to Order
2. Receipt of Evidence and Opinion on Proper Notice
3. Roll Call
4. Pledge of Allegiance
5. Disclosure of Board Member Conflicts of Interest Regarding Matters Noticed On this Agenda
6. Approval of Agenda
7. Matters Offered For Adoption on Consent Agenda:
 - a. Consideration/corrections to the published minutes from May 19, 2020 County Board Meeting
8. Public Comments –3 minutes per person –not to exceed 30 minutes total
9. County Board Chair Report
 - a. Supervisor's Reports from Outside Meetings Attended
10. Administrator's Report – Vince Netherland
11. Confirmation of Appointments
12. Presentation of Report on Resolution 03-20: Extending Moratorium on Swine CAFO's
13. Discussion(s) Proposed Resolutions, Ordinances and Other Board Action:

On Recommendation by Public Safety & Public Works Committee:

 - a. Discussion and possible action of Resolution 15-20: Accepting the Donation by Robert C. Brown Jr. of Drone to Sheriff's Department
 - b. Discussion and possible action of Resolution 16-20: Accepting the Donation from CJCC 501(C)(3) for the Purchase of Technology for Sheriff's Office Jail Programs
 - c. Discussion and possible action of Resolution 17-20: Accepting the Donation from Northern Pines Mounted Search and Rescue

On Recommendation or without Recommendation by General Government Committee:

 - a. Discussion and possible action of Resolution 18-20: Resolution to Create Parks and Trails Advisory Group (TAG)

Polk County Board of Supervisors

- b. Discussion and possible action Resolution No. 19-20: Resolution to Increase Purchasing Levels in Financial Policy Section of General Code

~~14. ¹ Discussion and possible action concerning future operations at Polk County Lime Quarry~~

~~15. ¹ Update and Discussion Regarding Viresco (formerly Green Whey)~~

16. ¹ Update and Discussion Administrator Netherlands' investigation of options for saving the Clam Falls Dam (per Resolution 07-20)

The Committee may convene in closed session on matters noticed under ¹ #16 ¹ #14 and ¹ #15 as follows:

****Closed Session****

a. ¹ ~~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.~~

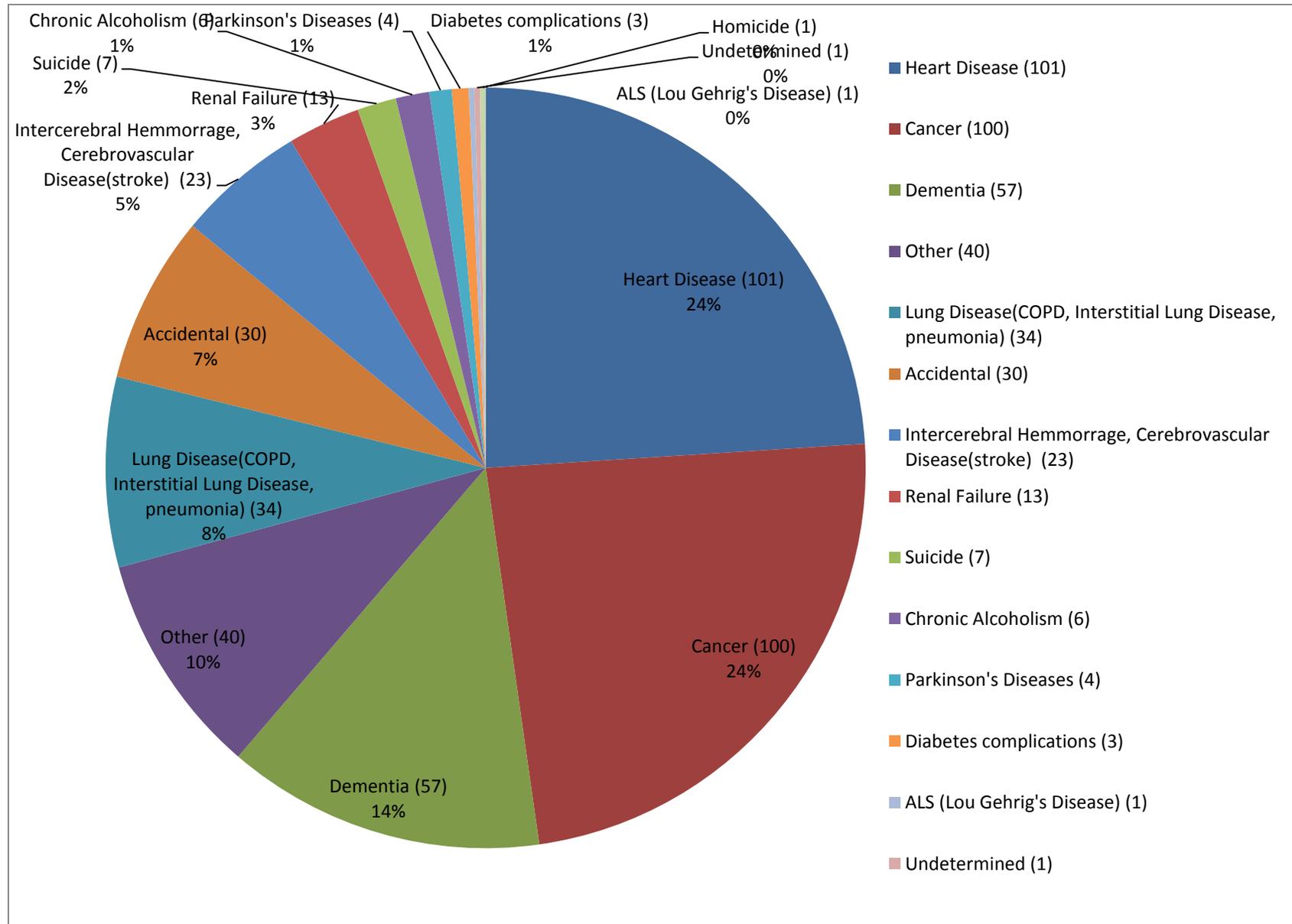
b. ¹ The Committee may convene in closed session pursuant to Wisconsin Statute ¹19.85(1)(g), for the purpose of conferring with legal counsel who is giving written or oral advice about strategy to be adopted in litigation in which the governmental body is or is likely to be involved.

17. Supervisors' Announcements

18. Adjourn

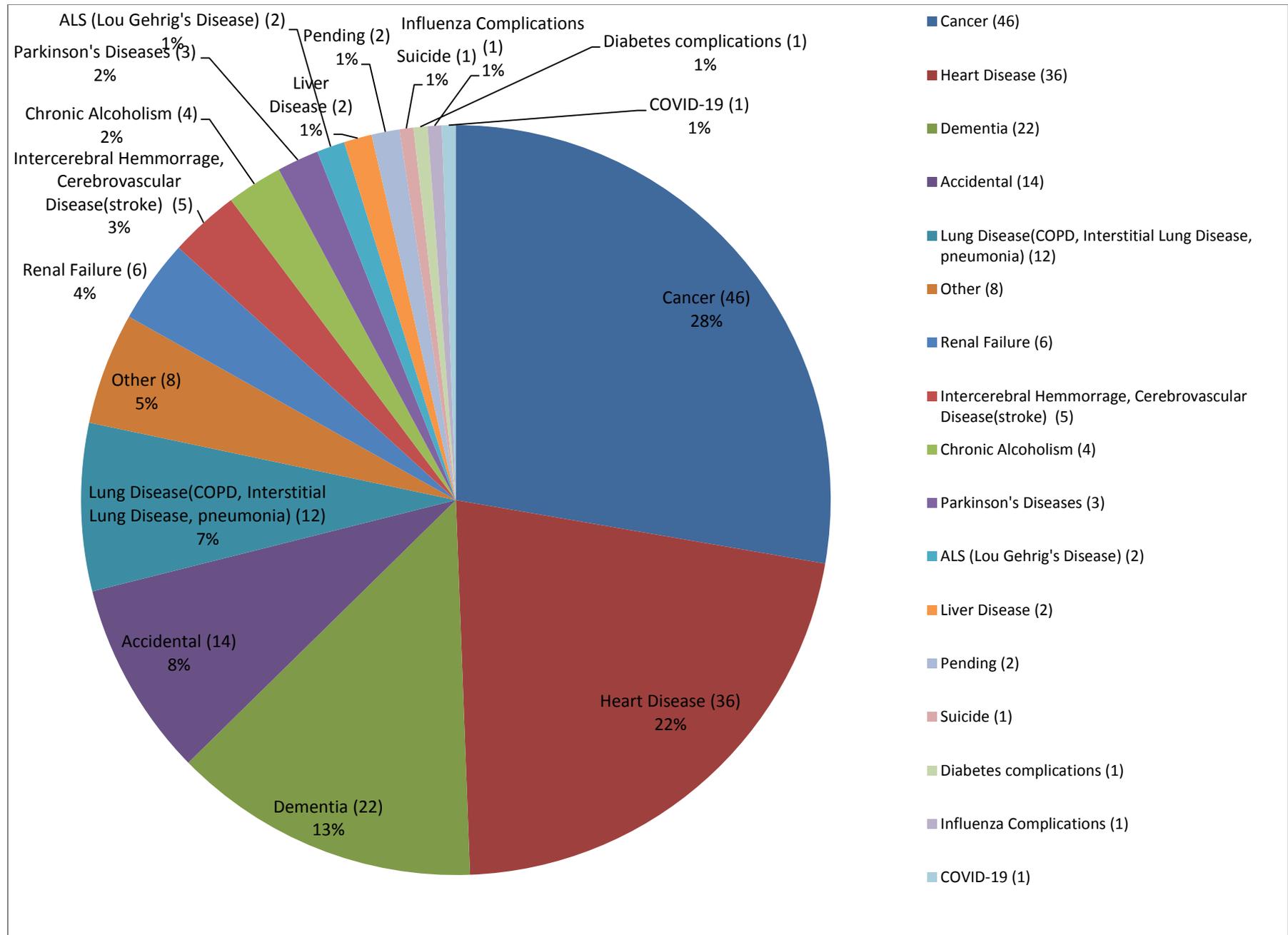
Items on the agenda not necessarily presented in the order listed. This meeting is open to the public according to Wisconsin State Statute 19.83. Persons with disabilities wishing to attend and/or participate are asked to notify the County Clerk's office (715-485-9226) at least 24 hours in advance of the scheduled meeting time so all reasonable accommodations can be made. Requests are confidential.

Polk County WI-2019 Causes of Death



Source: Polk County Medical Examiner (not official data) N=421, Polk County Register Deeds 426 total deaths -2019

Polk County WI-2020 YTD June 16, 2020 Causes of Death



Source: Polk County Medical Examiner (not official data) N=168, Polk County Register of Deeds N=159 total deaths YTD, June 16, 2020

Gracious Donations



Michelle Nelson
Northern Pines Mounted Search and Rescue



Robert C. Brown Jr.
Donation to start a Drone Program

The Polk County Sheriff's Office has recently received two gracious donations from Robert C. Brown Jr. (RC Brown) and Michelle Nelson of The Northern Pines Mounted Search and Rescue. The donations have gone towards the purchase and funding of a drone program.

The Northern Pines Mounted Search and Rescue group recently disbanded and donated their remaining funds to the Sheriff's Office. The funds will be used in search and rescue efforts such as the drone program.

RC Brown had donated enough funds to purchase a new drone. The new drone has a longer flight time and a larger payload. The Sheriff's Office had purchased a drone several years ago, but technology has changed. The old drone had a short flight time and made it difficult to search a large area.

Drones have become a very useful tool to law enforcement. From monitoring emergency scenes to helping to find missing people in search and rescue operations, departments have been utilizing drone technology in creative and life-saving ways.

Without these donations there would not be a successful drone program. Having a fiscally



AV Jail Cart

Donations

CJCC donated \$3400 to the Polk County Sheriff's Office for a jail project. The donation was used to purchase a video cart. The cart is equipped with a computer, speaker, video camera, and microphone.

The cart will sever several purposes. The cart can be used for teleconferencing court proceedings, education, training, and video visitation. We will be working with different venders to provide more servicers to out inmates. The cart will be a great tool for the jail.

Sheriff's Office Administration

Sheriff Brent Waak

brentw@co.polk.wi.us

Office (715) 485-8332

Chief Deputy Don Burrows

donald.burrows@co.polk.wi.us

(715) 485-8322

Find us on the web at :

www.co.polk.wi.us/law

Find us on Facebook at:

www.facebook.com/PolkSO

New Chief Deputy

On June 1, 2020, Don Burrows permanently accepted the position of Chief Deputy. Chief Deputy Burrows has 23 years of law enforcement experience; the last 13 years with Polk County Sheriff's Office. Chief Deputy Burrows has been a Field Training Officer, Investigator, and Patrol Sergeant with the Sheriff's Office. Chief Deputy Burrows hopes to add stability to the Sheriff's Office.

Resolution No. 15-20

**RESOLUTION ACCEPTING THE
DONATION BY ROBERT C. BROWN, JR.**

ROLL CALL Board Members	Aye	Nay	Exc.
Olson			
Route			
Warhdahl			
Nelson (Chairperson)			
LaBlanc			
Masters			
Prichard			
Edgell			
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 Defeated

1st Luke Defeated

2nd LaBlanc

Yes: 14 No: 0 Exc: 0

Reviewed by:
[Signature], Corp. Counsel

Reviewed by:
[Signature], Administrator

Reviewed by:
[Signature], Finance

FISCAL & LEGAL IMPACT:

The resolution results in a positive fiscal impact to the County in that, the equipment needed to conduct County operations in regard to a drone search and rescue program will not be purchased with budgeted or general fund dollars, but rather donated funds. It allows the County to legally accept the donation.

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 16th day of June, 2020 by the Polk County Board of Supervisors.

[Signature]

Lisa Ross
County Clerk, Polk County

Committee Public Safety/Public Works

Recommended
 Not Recommended
 Neutral

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

2

3 **WHEREAS**, a Polk County resident, Robert C. Brown, Jr., has offered to

4 donate \$7,750.00 to be used toward the purchase of technology equipment

5 for use by the Polk County Sheriff's Office in the interest of public safety;

6 and

7

8 **WHEREAS**, the donated funds will be used to purchase one Instant Eye

9 Robotics Aircraft aerial drone and accompanying accessories to include

10 batteries, controllers and cameras; and

11

12 **WHEREAS**, The Polk County Jail will benefit from the donated

13 equipment as it will provide for the ability to provide enhanced support for

14 search and rescue operations and other authorized and legal law

15 enforcement activities; and

16

17 **WHEREAS**, the use of drone programs has become a widespread and

18 commonly accepted practice in law enforcement throughout the region, state

19 and country; and

20

21 **WHEREAS**, the Polk County Sheriff's Office strives to employ the most

22 efficient and advanced methods and technologies to protect the citizens of

23 our county; and

24

25 **WHEREAS**, the Polk County Sheriff's Office has worked with Robert C.

26 Brown, Jr. to facilitate this donation.

27

28 **NOW, THEREFORE, BE IT RESOLVED**, the Polk County Board of

29 Supervisors accepts the donation of seven thousand seven hundred and fifty

30 dollars (\$7,750.00) from Robert C. Brown, Jr. for the purposes of

31 purchasing the above listed equipment for use by the Polk County Sheriff's

32 Office.

SUBMITTED BY:

[Signature]

Resolution No. 16-20

RESOLUTION ACCEPTING THE DONATION FROM CJCC 501(C)(3)

ROLL CALL Board Members	Aye	Nay	Exc.
Olson			
Route			
Warhdahl			
Nelson (Chairperson)			
LaBlanc			
Masters			
Prichard			
Edgell			
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 Defeated

1st Luke Defeated

2nd LaBlanc

Yes: 14 No: 0 Exc: 0

Reviewed by: [Signature] Corp. Counsel

Reviewed by: [Signature] Administrator

Reviewed by: [Signature] Finance

FISCAL & LEGAL IMPACT:

The resolution results in a positive fiscal impact to the County in that, the equipment needed to conduct County operations in regard to jail programming will not be purchased with budgeted or general fund dollars, but rather donated funds. It allows the County to legally accept the donation.

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 16th day of June, 2020 by the Polk County Board of Supervisors.

[Signature]
Lisa Ross
County Clerk, Polk County

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

2
3 **WHEREAS**, the 501(c)(3) organization, Criminal Justice Coordinating
4 Council (CJCC), has offered to donate \$3,300.00 to be used toward the
5 purchase of technological equipment for use at the Polk County Jail ; and

6
7 **WHEREAS**, the donated funds will be used to purchase technological
8 equipment including; portable television and computer stand, computer with
9 wireless capability, 60" HDTV, Wireless keyboard and mouse, wireless
10 pointer, HDMI hub, USB speakers, four wifi access points, network cable,
11 and other miscellaneous cables and parts; and

12
13 **WHEREAS**, The Polk County Jail will benefit from the donated
14 equipment as it will provide for the implementation of various programming
15 within the jail such as music therapy, GED classes, parenting classes,
16 substance abuse recovery classes, and other programming that will benefit
17 inmates; and

18
19 **WHEREAS**, the Polk County Sheriff's Office has worked with the
20 501(c)(3) CJCC organization to facilitate this donation.

21
22 **NOW, THEREFORE, BE IT RESOLVED**, the Polk County Board of
23 Supervisors accepts the donation of three thousand three hundred dollars
24 (\$3,300.00) from the 501(c)(3) organization CJCC for the purposes of
25 purchasing the above listed equipment for use in the Polk County Jail.

SUBMITTED BY:
[Signature]

Committee Public Safety & Public Works

Recommended
 Not Recommended
 Neutral

Resolution No. 17-20

**RESOLUTION ACCEPTING THE
DONATION FROM NORTHERN PINES
MOUNTED SEARCH AND RESCUE**

ROLL CALL Board Members	Aye	Nay	Exc.
Olson			
Route			
Warhdahl			
Nelson (Chairperson)			
LaBlanc			
Masters			
Prichard			
Edgell			
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 Defeated

1st Luke Defeated

2nd LaBlanc

Yes: 14 No: 0 Exc: 0

Reviewed by: [Signature] Corp. Counsel

Reviewed by: [Signature] Administrator

Reviewed by: [Signature] Finance

FISCAL & LEGAL IMPACT:

The resolution results in a positive fiscal impact to the County in that, the equipment and training needed to conduct search and rescue operations will not be funded with budgeted or general fund dollars, but rather donated funds. It allows the County to legally accept the donation.

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 16th day of June, 2020 by the Polk County Board of Supervisors:

[Signature]
Lisa Ross
County Clerk, Polk County

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

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3 **WHEREAS**, the organization, Northern Pines Mounted Search and

4 Rescue, has offered to donate \$1,000.00 to be used toward the purchase of

5 equipment or training costs for the Polk County Sheriff's Office; and

6

7 **WHEREAS**, the donated funds will be used to purchase equipment or

8 provide training related to the search and rescue operations of the Polk

9 County Sheriff's Office; and

10

11 **WHEREAS**, The Polk County Sheriff's Office will benefit from the

12 donated funds as it will allow the Sheriff's Office to enhance abilities and

13 techniques in the area of search and rescue; and

14

15 **WHEREAS**, the Polk County Sheriff's Office has worked with the

16 Northern Pines Mounted Search and Rescue organization to facilitate this

17 donation.

18

19 **NOW, THEREFORE, BE IT RESOLVED**, the Polk County Board of

20 Supervisors accepts the donation of one thousand dollars (\$1,000.00) from

21 the Northern Pines Search and Rescue for the purposes of purchasing the

22 above listed equipment or provide the relative training for use by the Polk

23 County Sheriff's Office.

SUBMITTED BY:

[Signature]

Committee Public Safety & Public Works

Recommended

Not Recommended

Neutral

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

BOARD ACTION
Vote Required: 2/3 Majority

Motion to Approve Adopted

 Adopted as amended

1st Duncanson Defeated

2nd Masters

Yes: 14 No: 0 Exc: 0

Amendments to resolution according to minutes attached on final page.

Reviewed by: Malia T. Malone, Com. Council

Reviewed by: Robert J. [Signature], Administrator

Reviewed by: [Signature], 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 16th day of June, 2020 by the Polk County Board of Supervisors.

Lisa R. Ross
Lisa Ross
County Clerk, Polk County

Resolution No. 18-20

RESOLUTION TO CREATE PARKS AND TRAILS ADVISORY GROUP

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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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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 \$60,000.00 and 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:



 4/14/2020

Insert amendment to resolution according to minutes:

Amendment to resolution according to the 6/16/2020 Minutes of the
County Board

125 Amendment 1: (Middleton/Masters) Resolution to change 1.c. starting at line #78
126 to read: "This group shall have one representative of each stakeholder group not
127 to exceed 15 members. Initial appointments shall be received through an
128 application process and approved by the County Administrator. Each stakeholder
129 member shall be a voting member of the group; and". **Motion** to amend
130 Resolution 18-20 item 1.c. passed by unanimous voice vote.
131 Amendment 2: (Prichard/Duncanson) to make a second amendment to Resolution
132 18-20 at line 33 after the word promote to add verbiage, "health, quality of life," to
133 read "recreational development that will promote" health, quality of life, economic
134 development and tourism; and". **Motion** to amend resolution 18-20 at line 33
135 passed by unanimous voice vote.
136
137
138

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 Defeated

1st Masters Defeated

2nd LaBlanc

Yes: 14 No: 0 Exc: 0

Reviewed by: M. T. Nelson, 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 14th day of June, 2020, by the Polk County Board of Supervisors.

[Signature]
 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:** _____

50 _____

51